

The cover features a central black area with white text. The background is composed of overlapping, semi-transparent green shapes that create a layered, mountain-like effect. The text is centered and reads: CTRN  
MENTORSHIP  
PROGRAM  
GUIDE

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## **CTRN Mentorship Overview**

“Persistent questioning and healthy inquisitiveness are the first requisites for acquiring learning of any kind.”

- Mahatma Gandhi

The Calgary Total Rewards Network (CTRN) strives to promote interaction and professional development, build connections, and to share knowledge about Total Rewards with our members and the greater HR community. In furthering this aim, the CTRN Mentorship Program is designed to enhance the learning and development opportunities our association provides. The program supports the promotion of the Total Rewards profession and helps to advocate for more post-secondary students and HR professionals to get interested in a career in Total Rewards.

We encourage our members to participate in the Mentorship Program, as a mentor or mentee. In addition, post-secondary students who are curious about the total rewards profession are encouraged to participate as mentees.

During the program, mentors and mentees will focus on bilateral growth to achieve agreed upon goals focusing on career development and/or skill development. By sharing ideas and expertise, mentors and mentees can experience a mutually rewarding mentoring relationship.

Over the course of four months from May to August, informal group mentoring sessions will occur for mentors and mentees to engage in various Total Rewards discussions.

## **Mentorship Meeting Tips**

The following mentorship meeting tips are intended to provide mentors and mentees with guidance and suggestions on how to conduct the group meetings during the 4-month mentoring relationship.

### **1. Online Platforms**

As a group, select an appropriate online platform to conduct the mentoring meetings. Popular examples include:

- Zoom
- Google Meets
- Skype for Business
- Slack

Consider the cost, accessibility, and functionality of the chosen platform to ensure every individual can effectively utilize the platform for the mentorship meetings.

### **2. Current Event Discussions**

A component of the mentoring relationship includes the discussion of various Total Rewards topics and HR trends during each meeting either at the beginning or at the end. The purpose of discussing relevant information within the HR industry is to provide mentees with adequate knowledge about specific topics and for mentors to share their recommendations and approaches towards various situations.

### **3. Personal Exploration**

Once discussions about the Total Rewards industry and other relevant HR topics or trends have been discussed, mentors and mentees can explore their personal interests and seek advice and guidance on how to achieve their career development and/or skill development goals. This is where the bulk of the learning and mentoring will occur because the questions asked are intended to provide more insight into each individual's personal aspirations.

Example mentorship questions are on page 4 and 5.

### **4. Execution and Planning**

In between meetings, it may be beneficial for both mentors and mentees to complete the Action Plan Journal (page 6) to assist with goals. By doing this, progress can slowly be documented weekly by having an action item for each individual to work on.

## Mentorship Questions

### Questions for Mentors to Ask Mentees

- What part of HR are you most interested in? Why?
- What are your short-term goals? Where do you see yourself at the end of your post secondary program?
- Where do you ultimately want to end up in your career (role, title)? What do you want your outcome to be?
- What are you doing really well that is helping you achieve your goals?
- What are you not doing well that is preventing you from achieving your goals?
- If you could learn any new professional skills, what would they be?
- What are some challenges you encounter as a student? How are you able to overcome them?
- What are some achievements or milestones that you have reached to date?
- How do you measure success for yourself?
- What motivates you to achieve your goals?
- What are some things you do to enhance your learning outside of your studies?
- Could you explain a few of the habits you have developed in your life that have assisted you with your goals?
- Which platforms or resources do you use to stay engaged and aware of current trends or topics surrounding HR and Total Rewards?
- Who do you look up to for inspiration? Is there a role model in your life that has transformed your perspective and attitude regarding a certain goal?

## Questions for Mentees to Ask Mentors

- What inspired you to pursue the total rewards side of human resources?
- How have your goals evolved over the years from when you began your career to where you are today?
- Could you describe the tasks you do on a daily basis in your role, and what this looks like from an HR perspective?
- What are trends you are noticing in your industry and how are you adapting to this in your role? What are the future prospects like in this field?
- Who are the people who usually excel in this field/position? What personal qualities do you need to succeed?
- How do you identify a gap in your skills? What do you do to fill in these gaps?
- What do you think are some skills students should develop during their post secondary studies and internships?
- What unexpected obstacles have come up in your career?
- What is the most exciting thing you have ever worked on?
- How have you learned most of what you know today?
- Is there something in your career you can share that you have been most surprised to learn?
- Have you had any challenges with a specific task or project? How did you overcome this?
- What does success look like to you? How do you know when you have achieved success?
- How do you approach time management and work life balance? Can you describe some of the steps you personally take to avoid stress and burnout?
- Are there any industry experts or leaders you admire? Have they made an impact on your career progression?
- Do you have any books or online resources you can recommend to stay engaged within the HR community? Any interesting websites or pages you follow?

