

MENTORSHIP

HANDBOOK

For Mentor and Mentee
Fall 2024 cohort

(August 2024 – February 2025)



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Publication history:

August 2024 - Version 1.0

What is Mentoring

“If I have seen further
it is by standing on the
shoulders of giants.”

— Isaac Newton

Mentoring is recognized by the Project Management Institute (PMI) as a key leadership skill and a powerful tool for personal growth and empowerment (Levin, 2011). It serves as a dynamic way to help individuals advance in their careers, and its growing popularity highlights the incredible potential it offers.



By fostering these valuable relationships, we can unlock opportunities for both personal and professional development, paving the way for success and fulfillment in the project management field.

Mentoring is a collaborative partnership where both Mentor and Protégé, often with shared experiences or working in a similar field, come together to grow and learn. Rooted in mutual trust and respect, this supportive relationship allows the Mentor to guide the Protégé in discovering the right paths and crafting effective solutions for career challenges. Drawing from their own experiences, Mentors offer empathy and understanding, helping Protégés to explore career options and advance confidently.

Mentoring empowers individuals to become more self-aware, take ownership of their decisions, and actively shape their future, steering their life with purpose and direction.

In today's complex global environment, the ability to respond swiftly and effectively to challenges is crucial. We need individuals with the highest levels of competence, skill, and knowledge to lead the way. Mentoring plays a vital role in helping people build confidence and achieve personal growth (Ginger, 2011). By fostering these connections, we can enhance our ability to quickly analyze and integrate information, make decisions that align with our organization's values, boost creativity, and embrace diverse perspectives. Through mentoring, we can not only adapt to change but also leverage it as a powerful tool for success.

The Fundamental Differences

BUDDY	MENTOR	COACH
Assistance driven.	Development driven. An ongoing relationship for learning and development.	Performance driven.
Informal role.	More formal and structured role. Guiding someone towards their goals, as well as inspiring and supporting them.	Formal and usually compensated role.
No specialised training or experience required.	Specialised training and/or industry experience required.	Specialised in enhancing or developing personal and professional skills.
Flexible relationship which allows for social discussions.	Serves as a professional advisor and role model who shares their skills and knowledge. They are catalysts in a process of self-discovery and insight.	Identifies goals, formulates strategies, sets targets and identifies steps required to achieve desired results.

About the PMI-MBC Mentorship Program

The PMI Manitoba Chapter's Mentorship Program is a **bi-annual initiative** designed to elevate the professional journey and growth of its participants. This program offers junior project managers (Protégés) a unique opportunity to learn from seasoned project management professionals (Mentors) over a **five-month engagement**.

Exclusively available to PMI-MBC members, this program is made possible by the dedication of PMI-MBC volunteers, who generously contribute their time and expertise to support the success of Protégés. Participants are encouraged to uphold the PMI Manitoba Chapter Mentorship Code of Conduct and the [PMI Code of Ethics](#), ensuring a respectful and enriching experience for all.

The PMI-MBC Chapter offers its mentorship program to its members so they can:

Connect and establish themselves as seasoned project management professionals.

Enhance their professional skills and overcome workplace challenges through personalized, one-on-one feedback.

Share their wealth of experience and knowledge with fellow members.

Contribute to the personal and professional growth of both mentors and protégés, as well as the overall growth of the Chapter.

Access opportunities to further develop and refine their networking and communication skills.

Please note: This program is not intended for PMP exam preparation (*but could be considered as a secondary goal for the Protégés*), academic tutoring, or as a pathway to job referrals.

Focus Areas

- **Project Management** - Emphasizes essential PM skills, emerging trends, and strategies to become a more effective and successful project manager.
- **Career Development** - Focuses on strategic planning for the next steps in your project management career.
- **Leadership** - Enhances leadership skills in areas such as navigating high-stakes conversations, developing influence, and building trust-based relationships.



Formality

Mentoring relationships can vary widely in their formality and structure. In some cases, the partnership is more informal, with meetings occurring as needed for advice, guidance, and support. In other instances, the relationship is more structured, with scheduled meetings and a predetermined duration.

The PMI-MBC Chapter recommends that all mentoring partnerships establish a formal agreement at the outset, outlining the structure of their relationship. This agreement should include expectations for meeting times and frequency. Additionally, both the Mentor and Protégé should regularly review the effectiveness of the relationship to ensure it continues to meet their needs and goals.

Benefits to Mentors

- **Recognition** - PMI MB will feature Mentors' profiles on dedicated space and social media.
- **Earning PDU's** - Mentors can earn PDUs in the 'Giving Back' category, accumulating 1 PDU per hour of volunteered time (up to a maximum of 24 PDUs).
- **Giving back** - Contribute to the PMI community by sharing your experience, knowledge, and wisdom to support Protégés' success.
- **Developing interpersonal competences** - Enhance your leadership, teaching, and coaching abilities, fostering a more reflective practice.
- **Insights** - Gain fresh perspectives through your interactions with Protégés.
- **Exclusive Access** - To Professional Development events, this benefit is under development

Benefits to Protégés

- **Skills Development** - Learn from the expertise, experience, and wisdom of seasoned professionals.
- **Networking** - Access key career contacts and build a valuable network.
- **Earning PDU's** - Accumulate PDUs in the 'Education' category for informal learning.
- **Problem-Solving** - Use your Mentor as a sounding board for situations or problems where you need guidance.
- **Direction** - Receive support in considering future directions and setting goals for your career development.

Embark on a Rewarding Mentorship Journey

Mentorship is a powerful partnership where experienced professionals share their knowledge and expertise to guide and empower others. As a mentor, you'll play a vital role in helping Protégé achieve their career goals and reach new heights.

Ideal Mentor Profile:

- **Seasoned Leader:** You have a minimum of 10 years of experience in project or program management, demonstrating strong leadership skills and a proven track record of success.
- **Passion for Development:** You genuinely enjoy fostering the growth of others and have a history of successful mentoring or coaching.
- **Commitment to Excellence:** You hold a PMI certification and are actively involved in the PMI-MBC Chapter, showcasing your dedication to the field.
- **Collaborative Spirit:** You possess a positive and supportive attitude, eager to share your knowledge and create a collaborative learning environment.

We invite you to join us in making a lasting impact through mentorship. Please note that this is a voluntary role, driven by a shared commitment to professional development.



Unleash Your Potential with Mentorship

Protégé are essential partners in our mentorship program. By actively engaging in this journey, you'll accelerate your professional growth and achieve new heights.

Ideal Protégé Profile:

- **Aspiring Leader:** You're a motivated project professional eager to expand your knowledge and skills.
- **Growth Mindset:** You embrace challenges as opportunities for learning and development.
- **Clear Vision:** You have well-defined career goals and are committed to achieving them.
- **Collaborative Spirit:** You're open to feedback, eager to learn, and enthusiastic about building strong relationships.

Ideally employed and with at least two years of project management experience

Ready to Embark on this Exciting Journey?

These guidelines will help us create **ideal Mentor - Protégé pairings**, ensuring a rewarding and impactful mentorship experience for everyone involved. By defining the characteristics of both mentors and Protégés, we can foster a supportive and collaborative environment that drives professional growth and success.



Requirements for Mentors and Protégés

Membership

Both Mentors and Protégés must be PMI MB Chapter members in good standing.

Application Process

All participants are required to complete the application forms and participate in the recruitment and matching process.

Mentor Qualifications

Mentors should be seasoned professionals with at least 10 years of direct Project exposure and experience and must hold at least one PMI certification, preferably PMP. Exceptions are made for certain leaders outside the Project Management domain at the PD Director's discretion.

Protégé Qualifications

Protégés should be in project-related roles or education with a strong commitment to learning and professional development.

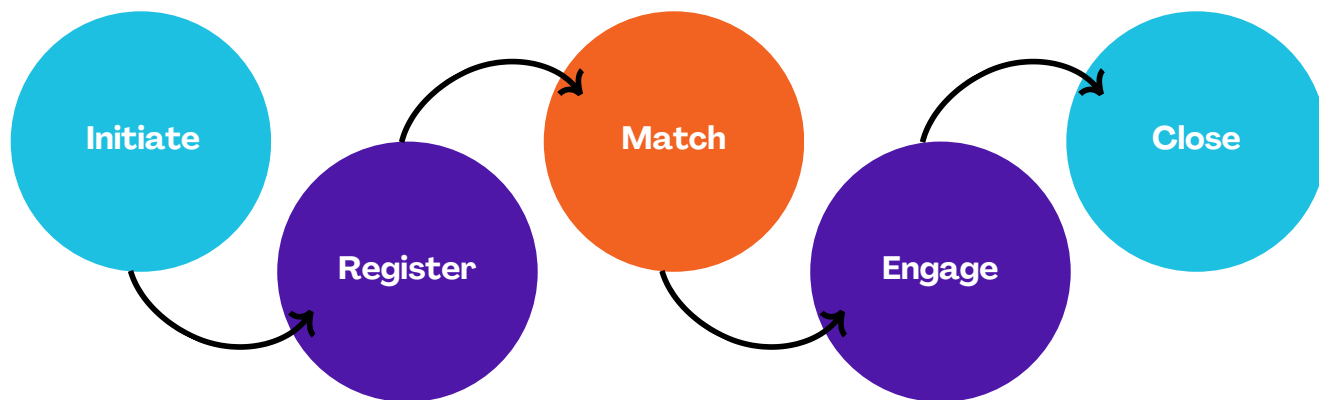
Time Commitment

Mentors and Protégés must commit to meeting for a minimum of 2 hours per month throughout the 6-month program.

Application Process

- Interested participants are encouraged to attend the mentorship information session. Please check the schedules on the [webpage](#).
- Mentor and Protégé applicants are required to complete the online application forms:
 - [Mentor Application Form](#)
 - [Protégé Application Form](#)
- Completion of the forms does not guarantee a spot in the program.
- Once the application process has closed, selected applicants will be informed of the Kick-off meeting dates.

Program Outline



Phase 1: Initiate

The first step to a transformative mentorship experience begins with our information sessions! Held twice a year before the program commences, these sessions are designed to equip you with everything you need to know.

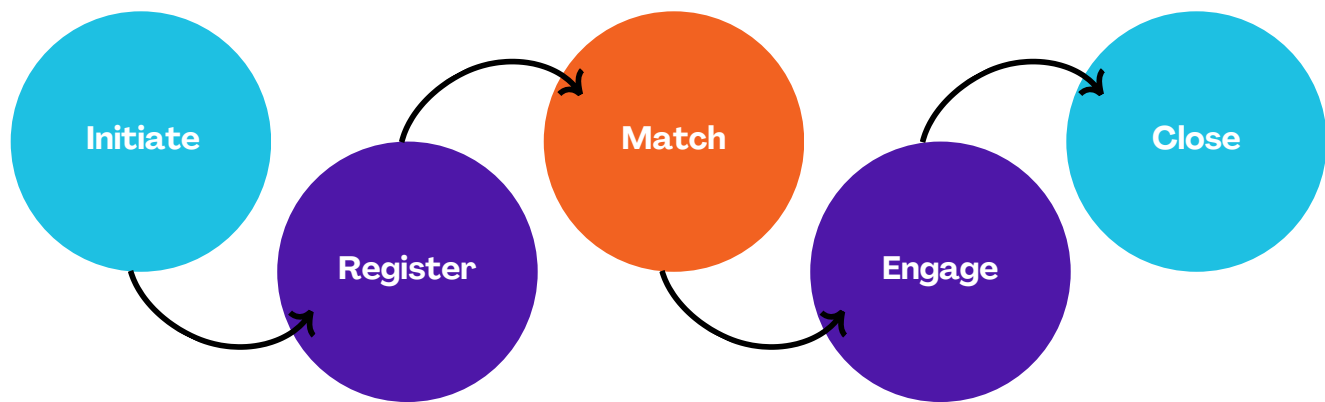
These sessions provide an overview of the program, what can be expected, and what is required to participate. Similar information can be found on our website:

<https://pmimanitoba.org/mentorship-program>

Phase 2: Register

Ready to embark on your mentorship adventure? Take the next step by submitting your online application! Share your unique background, experiences, and career goals with us. Our team is dedicated to finding the perfect match for you. After reviewing your application, we'll invite you to our exciting Matchmaking Session, where you'll connect with potential mentors or Protégé.

Program Outline



Phase 3: Match

Get ready to connect with potential mentors or Protégé at our exciting Matchmaking Session! You'll have the opportunity to introduce yourself, share your goals, and learn about others.

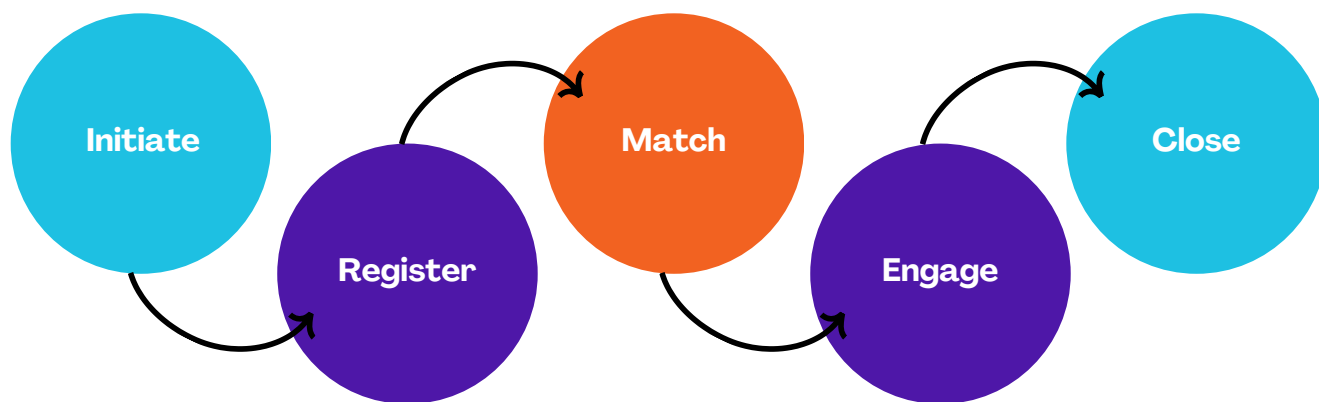
After the session, simply complete a brief survey indicating your top three preferences. Our dedicated team will carefully review everyone's information to create ideal mentor- Protégé pairings, ensuring a fulfilling and impactful mentorship journey for all.

We strive to match mentors and mentees based on your preferences. However, we cannot guarantee your first choice. If the initial pairing doesn't meet your expectations, we will do our best to find a suitable alternative. If a new match isn't possible, we'll prioritize you for the next program intake.

Phase 4: Engage

The six-month mentorship program begins with a kick-off session. This session includes an overview of the program, an opportunity for mentors and mentees to meet, and guidance on setting goals and expectations. We will also provide tips for effective communication and collaboration.

Program Outline



Phase 5: Close

At the end of the six-month mentorship program, you will receive a closing email. This email will provide guidance on concluding your mentorship relationship. If you and your mentee decide to continue your partnership beyond the program, it's essential to establish clear expectations moving forward.

We encourage you to reflect on your mentorship experience and share your insights with us through feedback. Your feedback is invaluable in helping us improve the program for future participants.

If you have any questions, comments,
or would like more information please
contact: mentorship@pmimanitoba.org

For Frequently Asked Questions
and information about PDUs,
please refer to our webpage:
<https://pmimanitoba.org/mentorship-program>

