CPA ONTARIO



Quick Reference Guide:

Career Mentorship Program for Mentees

Objectives

This guide will facilitate the following learning outcomes:

Understand the program objectives

Understand your role as a mentee

Review the tools to support you in the mentorship journey

Defining Mentorship

Mentorship is a partnership between people across experience levels and helps amplify leadership impact.

An effective mentorship program allows for unbiased conversations with mentors looking out for the mentee's best professional interests.

Program Expectations

What to expect from a mentor:

- **Professional relationship**
- **Regular attendance at mentorship meetings**
- **Insights and information on key topics like leadership, business acumen, stakeholder management, career transitions, career progression and more**
- **Honest, developmental feedback**
- **Confidentiality**



Working with Your Mentor

- **Actively listen**
- **Clarify goals and objectives**
- **Encourage honest and constructive feedback**
- **Be receptive to advice and constructive feedback**
- **Ask for help finding resources to support you**
- **Respect the professional boundaries of the relationship**
- **Discuss how you are applying your mentor's advice**



Preparing for Your First Meeting

These are examples of what you can speak to your mentor about.
Feel free to lead the conversation in the way that serves you best.

Tell Your Mentor About Yourself

- Why you chose your career
- How long you have been in this sector
- Your current roles and responsibilities
- Your specific areas of expertise, strengths, goals or professional objectives
- Your long-term and short-term goals

Ask Your Mentor About Themself

- Their experience
- Roles and responsibilities
- Experiences or challenges that have helped shape their career
- Their strategies for success

Successful Mentoring Meetings



Before the Meeting

Think about what you want to work on with your mentor. Some possible discussion topics include:

- Short-term and long-term goals
- Career growth
- Skills development
- Overcoming difficult situations
- Managing periods of change or transformation
- Leadership challenges
- Work-life balance

During the Meeting

- Be honest and positive
- Say what help you want and the way you would like to receive it
- Stay open-minded – to feedback and to other solutions
- Be a willing learner and respect your mentors' experiences

At the End of Meeting

- Summarize what you gained from the conversation and outline your next steps
- Schedule your next meeting
- Thank your mentor for their time

Frequently Asked Questions

How long is the mentorship program?

6 months.

How many times do I need to meet my mentor?

The recommendation is **3 or more meetings** during the program period.

Who schedules the meetings?

The mentee is responsible for scheduling the meetings.

What do I do if my mentor isn't responding to me?

Reach out to **membernetwork@cpaontario.ca** for support.

What if I want to extend my mentorship relationship?

If you need more time, and your mentor agrees, you can extend the relationship beyond the program period.

Conclusion of the Mentoring Relationship

At the end of the 6-month mentorship program, the mentoring relationship will come to an end. To create a positive ending, review your development and achievements, reflect on your relationships, the experiences shared and knowledge exchanged.



Goal-Setting Template

Brief Description of the Goal:

How will achieving this goal impact my career?

How will I know I successfully achieved this goal?


CPA
ONTARIO