

# A Resource Guide for Youth Seeking Career Mentoring Advice

#PowerofMentoring



**This guide is designed to support mentees in preparing for career mentoring conversations.**

## TAKE INITIATIVE & COME PREPARED

Be sure to arrive on time and consider these questions in advance of your career mentoring conversation:

- 1 What are your career interests?** – Make a list of the careers that you are most interested in learning about and why. Check out the Government of Canada’s Young Canadians portal (<https://www.canada.ca/en/services/youth>), which is full of career information including resume writing, career exploration, finding work, required training and education, and more.
- 2 What are your strengths and top skills?** – Think about what you are really good at, what comes naturally to you and the things that you really enjoy doing. When considering career pathways, it is important to align your strengths and skills to career opportunities. Not sure about how your interests link to a career. Try these quizzes from the Government of Canada (<https://www.jobbank.gc.ca/career-planning/quizzes>) which explore Interests (see where your interests lie and what types of job suit you well), Abilities (look at your strengths and what you are great at) and Work Activities (determine if you prefer to work with people, data or things and career opportunities).
- 3 What are your goals?** – Think about the goals that you would like to achieve over the next 6-12 months as well as longer-term goals that you are aiming to achieve over the next 5-10 years. Write these goals down and reflect on possible career pathways that align to your goals. Reflect on why you have set these goals.
- 4 What are you curious about?** – The life experiences of mentors can teach us valuable lessons. Before meeting with career mentors, make a list of questions to help guide your discussion. To get you started, here is a list of questions to consider (<http://bit.ly/2IKyLKO>).

**“Tell me  
and I forget.  
Teach me  
and I may  
remember.  
Involve me  
and I learn.”**

- Benjamin Franklin

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## FOCUS ON BUILDING A RELATIONSHIP

When you meet with a career mentor, it can feel awkward and uncomfortable at first for both you and them. Here are some key tips to consider when building a relationship during a career mentoring session.

**Work together.** Mentors should ask great questions of you and actively listen to get to know you, to understand your goals, and to help you discover and leverage your strengths. By working together, you are open to sharing reflections on the questions above, you are willing to be honest about where you are and where you want to be, and you are open-minded about exploring career pathways that are new to you.

**Balance talking and listening.** Share your life experiences and perspectives with a career mentor, and ask them about their life experiences and perspectives. Brainstorm career options with each other, reflect on the pros and cons of each option, and challenge assumptions. Be fully present in the discussion, avoid distractions and be open to answering questions. Pay attention to how much you are talking and listening.

**Be solution oriented.** Sometimes it is easy for us to focus on reasons why we are not good at something and why we don't feel as though we can achieve a goal. When meeting with a career mentor, it is important that we come to the conversation with a solution orientation, meaning that we focus our attention and energy on developing solutions and strategies to achieving our career goals. Remember that there are always multiple ways to achieve a goal and a career mentor can help us think outside of the box. Develop and maintain your LinkedIn profile and fully leverage the LinkedIn platform to expand your network and continually learn. (<https://university.linkedin.com/linkedin-for-students>)

**Be transparent about what you need and want.** Share with your career mentor what you need and want in pursuit of your career goals. They can help you by introducing you to others for informational interviews, help you set up job shadowing experiences and brainstorm specific actions that you can take in line with your goals.

“We rise by lifting others.”

- Robert Ingersoll



# Career Mentoring Conversation Guide

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## STEP 1

### Focus on Getting to Know Each Other

- Within a minute, share an overview of who you are.
- Where are you in your academic / career journey?
- Why are you here today? What are you hoping to get out of participating in today's event?

## STEP 2

### Transition to Career Mentoring

#### CAREER INTERESTS

- What careers are you most interested in?
- What is it about these careers that peaks your interest the most?

#### STRENGTHS & SKILLS

- What are you good at? What comes naturally to you? What do you enjoy doing?
- What strengths and skills do you want to align to your career?

#### CAREER GOALS

- What do you want to achieve in your career in the next 6-12 months? How about 5-10 years?
- Why are these goals important to you? What motivates you to achieve these goals?

#### CAREER ACTION PLANNING

- What action steps can you take to move towards your short and long-term career goals? Prioritize.
- Who are people that could support you with your action steps?

## STEP 3

### Talk Through Next Steps

- **Stay Connected:** Connect with each other on LinkedIn.
- **Take Action:** When do you want to complete the action steps prioritized?
- **Share Progress:** Provide updates on your progress and ask for follow-up advice via LinkedIn or email.
- **Expand Connections:** Consider additional networking opportunities (LinkedIn intros, additional career conversations, local networking events).

# Guide de conversation pour le mentorat professionnel



#PouvoirDuMentorat

## ÉTAPE 1

### Apprenez à vous connaître

- En moins d'une minute, donnez un aperçu de qui vous êtes.
- Où en êtes-vous dans votre cheminement académique/professionnel?
- Pourquoi êtes-vous ici aujourd'hui? Que souhaitez-vous retirer de votre participation à l'évènement d'aujourd'hui?

## ÉTAPE 2

### Orientez la conversation vers le mentorat professionnel

#### INTÉRÊTS PROFESSIONNELS

- Quelles sont les carrières qui vous intéressent le plus?
- Quels sont les aspects de ces carrières qui vous intéressent le plus?

#### FORCES ET COMPÉTENCES

- Quelles sont vos forces? Qu'est-ce qui vous vient naturellement? Qu'aimez-vous faire?
- Quelles sont les forces et les compétences que vous souhaitez aligner avec votre carrière?

#### OBJECTIFS PROFESSIONNELS

- Quels objectifs souhaitez-vous réaliser sur le plan professionnel dans les 6 à 12 prochains mois? Dans les 5 à 10 prochaines années?
- Pourquoi ces objectifs sont-ils importants pour vous? Qu'est-ce qui vous motive à réaliser ces objectifs?

#### PLAN D'ACTION DE CARRIÈRE

- Quelles mesures pouvez-vous prendre pour réaliser vos objectifs professionnels à court et à long terme? Établissez des priorités.
- Quelles sont les personnes qui pourraient vous soutenir dans votre plan d'action?

## ÉTAPE 3

### Discutez des étapes suivantes

- **Gardez le contact** : Connectez-vous sur LinkedIn.
- **Prenez les mesures nécessaires** : À quel moment souhaitez-vous avoir accompli les mesures nécessaires à la réalisation de vos objectifs?
- **Partagez vos progrès** : Donnez des mises à jour sur vos progrès et demandez des conseils via LinkedIn ou par courriel pour faire un suivi.
- **Agrandissez votre réseau** : Considérez des occasions de réseautage supplémentaires (présentations LinkedIn, conversations professionnelles additionnelles, évènements de réseautage locaux, etc.).