

CPHR
British Columbia
& Yukon

# CPHR BC & Yukon

# Professional Mentoring Program

## Information session

# Housekeeping

- This session will run for 60 minutes, from now until 12:00 pm (pacific time).
- You have a few buttons on your control panel near the bottom of the Zoom window:
  - **Audio Setting** – Use this to switch between computer audio or phone options. To minimize background noise, all attendee's microphones are muted.
  - **The Chatbox is disabled** – Please use the Q&A button to send your questions, or for reaching out to us for any technical support. We will be monitoring the Q&A box throughout the presentation, so don't hesitate to send in your questions or comments anytime, but we will dedicate some time at the end of this webinar for Q&A.
  - **Live Transcript feature is enabled** – You can use this feature to hide or unhide the subtitle or read the full transcript during this session.
- You will receive today's video as well as presentation slides via email after today's session.


We acknowledge the Indigenous families and their lands on where we begin our work today. We come from a place of respect and gratitude to know we work, live, and learn on their lands.

# Introductions

**Jayita Mondal, CPHR**
Professional Mentoring Program Manager
CPHR BC & Yukon

**Brian Anderson**
Customer Success Manager
MentorCity

**Member Relations Team**
Quinne Davey, Senior Member Relations Manager
Carolyne Taylor, CPHR, Member Relations Manager
Tim Read, Member Relations Manager
Susie Bakajic, Member Relations Specialist

# Agenda

- Participation Overview
- Key Highlights
- Program Timeline
- Roles & Responsibilities
- Setting yourself up for success
- How to Apply
- Some FAQs
- MentorCity Overview with Brian Anderson
- Questions



# Participation Overview

- Commit for a period of **4 months**.
- Set aside a minimum of **1 hour per month** to connect.
- **Track your interaction** using the **MentorCity platform**.
- **Prepare for each meeting in advance** (use an agenda and relevant questions for discussion).
- **Sign the mentoring agreement and confidentiality agreement** to the program provided through the **MentorCity platform.**
- **Contact the Program Manager** if you are having trouble connecting with your mentoring partner.
- CPHR BC & Yukon **member in good standing** throughout the program**.**

# Key Highlights

- **Timeline** – The program runs **4 months,** and this **cohort runs from February to June**.
- The Professional Mentoring Program is administered through an **online platform** called **MentorCity.**
- Using MentorCity, participants will enjoy full autonomy in **choosing and agreeing to a mentoring partner(s).**
- The online platform is designed to be user-friendly and equipped to facilitate a seamless mentoring process **throughout your entire mentoring relationship.**
- Mentors *may choose* to **mentor a student one-on-one** rather than in a cohort format.

# 2026 Program Timeline

| | |
|---|---|
| **November 26 – December 24, 2025** | Applications open for mentors and proteges via our online store |
| **January 7 – January 13, 2026** | Mentors and Protégés are given access to the MentorCity program to build out their mentor or protégé profiles |
| **January 14 – January 30, 2026** | Self matching in MentorCity |
| **January 30, 2026** | Deadline for finding and accepting a match in MentorCity |
| **February 2 – June 2, 2026** | 4-month mentoring cohort #1 begins |

# Roles and Responsibilities of Protégés

- Develop clear goals and objectives to share with your mentor.
- Utilizing the MentorCity platform **proteges will be tasked with sending an invitation** to a mentor of their choice to invite them to mentor them.
- Initiate the scheduling of regular meetings and plan an agenda in advance.
- Allow flexibility with meeting times and places.
- Be willing to be coached and ask for and receive feedback in a non-defensive manner.
- Do not cancel meetings unexpectedly or without notice.
- Refrain from requesting jobs or internship positions from mentors.

# Roles and Responsibilities of Mentors

- Utilizing the MentorCity platform mentors are tasked with accepting at least one protégé invitation that they feel will be a good fit for them to mentor within the set timeline outlined by CPHR BC & Yukon's PMP program.
- Give sound, constructive, tactful, and honest review of the protégé's progress.
- Practice active listening.
- Accept the protégé as a legitimate colleague with potential for high performance and promote their self-confidence.
- Provide help and serve as a sounding board for issues relating to your protégé's goals.

# Roles and Responsibilities of CPHR BC & Yukon

- The program manager oversees the MentorCity platform and is there to support and provide information to program participants.
- The program manager will advise participants of any information related to participation in the program, including information sessions, special dates and deadlines, updates, news, and other resources available to participants.
- Our program is self-guided utilizing the MentorCity platform.
- A feedback survey will be sent towards the closing of the program.
- The program manager will address issues brought to their attention in a timely manner.

# Setting yourself up for success

- **Be flexible** with meeting times, dates, and formats.
- **Discuss** expectations & boundaries at the very beginning.
- **Summarize** each meeting & set up the next meeting right away.
- **Utilize the MentorCity platform/app** to plan your agenda, and discussion topics, in advance and **come prepared to each meeting.**
- **Try attending events together** (virtual or in person) to build your skill set and knowledge base.
- **Respect** each other's time and commitment.
- **Have fun!** Be curious and open to learning new things, share your knowledge freely, build new connections, and enjoy the journey.

# How to Apply

- Login to your member profile and go to the *Online Store* and scroll down to find whichever is applicable *(available from **November 26, 2025**)*:
  - **Mentoring Program - Mentor Application**
  - **Mentoring Program - Protege Processing Fee**
  - **Mentoring Program - Both Mentor and Protege Processing Fee**

  then click "*select item*" and complete the transaction.
- **Mentors:** No charge for application
- **Protege Processing Fees/Both Mentor and Protege Processing Fee:**
  - $ 25.00 - Student Members
  - $ 35.00 - Member

My Profile | Post a Job | Events | Online Store | Join Now

Online Store

Browse store categories...

My Payment Info | My Invoices | ♥ My Wishlist | My Discounts

**My Cart** View Cart

There is 0 item(s) in your cart. **Sub-total** 0.00

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- You will **receive a confirmation email** from mentor@cphrbc.ca.
- You will receive an email from **CPHRBCYukon@mentorcity.com** with **a link and details** to the MentorCity platform to start building/editing your profile on **January 7**. ***At this time, no one will have access to send or approve match requests.***
- The program manager will open access for participants to send match requests from **January 14 – January 30**.
- Mentors, once you receive an invitation, you have **3 days to respond to it.** *Please note: A request may also be declined.*

# Some FAQs

- As a mentor, how many proteges can I have?
- How many mentors can I have?
- Can I be both a mentor and a protégé?
- What if I already have a mentor/protégé that we have agreed to work together with?
- What if I want to continue my mentoring relationship with my past partner?
- Can student members apply?
- How long will I have access to the MentorCity profile?

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# Questions?

