

Mentorship Package

**Mentorship
Program**



THE
Enchanté
NETWORK

LE
RÉSEAU
Enchanté

Welcome Letter

Hello!

Thank you for applying to be part of the Enchanté Network's mentorship program! We are thrilled to have your participation and support.

In this package, you can find information explaining the role of a mentor and of a mentee, and the requirements for the program. We are here to support you during the program, so please don't hesitate to get in touch with any questions, concerns, or suggestions. In addition, please contact us to convey your accessibility requirements and any necessary accommodations.

We are truly thankful for your dedication to your own communities and to our expanding network.

*With friendship,
The Enchanté Network team*

About the Enchanté Network

The Enchanté Network is an organization connecting and supporting 2SLGBTQ+ communities across Canada. We help build stronger 2SLGBTQ+ community organizations through providing resources, training, and peer to peer networking.

Our member organizations include everything from small, volunteer driven 2SLGBTQ advocacy groups to large frontline service oriented community centres.

As an intersectional, gender and sexually diverse network, our goal is to connect, enrich, and sustain healthy, vibrant and Indigenized communities. We are a bilingual network spanning from coast to coast to coast.

Structure of the Mentorship Program

General Details

- Our mentorship program is a one-on-one mentoring program, pairing experienced mentors with mentees who are eager to learn.
- Mentors and mentees are paired together for a period of 3 months
- In our mentorship program, each mentor and mentee may be in a maximum of one mentor/mentee pairing at a time. By this, we mean that each mentor may take a maximum of one mentee at a time. And each mentee may have a maximum of one mentor at a time
- Enchanté Network staff will pair mentors and mentees together based on expertise
- Mentors could be paired with a mentee from anywhere across Canada.
- Conversations between mentors and mentees can happen through the communication channel of your choice: by phone, Zoom*, FaceTime, or any other way you prefer.

Time Obligations

- In terms of scheduling: each mentor and their mentee can create a schedule that suits their needs and availability. It is up to mentors and mentees to schedule their own meetings. It is suggested that mentors and mentees meet up for a total of 3-4 one-on-one sessions throughout the 3 month program.
- The program length is three months, however, mentors and mentees may opt to continue their mentorship relationship outside of this program after the three month period, pending interest

Goals of the Mentorship Program

The three goals of the program are capacity building, knowledge sharing, and relationship building:

Capacity building

This program offers a structure to support mentees, and the organizations they are affiliated with, by offering guidance on capacity building. This entails expanding the foundation of an organization in order to improve program implementation, service delivery, and internal stability.

Knowledge sharing

Our member organizations are a rich source of information. We aim to support collaboration to help fill capacity gaps in smaller, newer, and lower capacity member organizations in our network.

Relationship building

Through this program, we aim to connect mentors and mentees for support, advice, and networking. We aim to strengthen connections within 2SLGBTQ+ communities.

Requirements for mentors/mentees:

- Meet a minimum of 3-4 times over the 3 month program (virtually or in person depending on your location, circumstances, and public health guidelines).
- Read, understand, and sign the Enchanté Network [Code of Ethic](#).
- At the end of the program, fill out an evaluation form.

What to Expect After Being Accepted Into the Program

Key Details

- As a mentor, you will offer useful and professional information to your mentee based on your personal experiences and knowledge.
- As a mentee, you will be paired with an experienced mentor who will offer you useful and professional information to help you develop professional skills.
- As a mentee, you should have a clear idea of what your goals are professionally and what you want to achieve with this collaboration.

Mediation and Conflict Resolution

- In the case of any issues arising between the mentor and mentee, you are encouraged to collaboratively work towards finding a solution. However, you may also reach out to staff at the Enchanté Network for support resolving any issues. You will also have access to the Conflict Resolutions Policies and Procedures of The Enchanté Network which are included in the [Code of Ethics](#).
- All participants of the mentorship program must have read, understood and be willing to abide by the Code of Ethics of the Enchanté Network.

Withdrawal from Mentorship Program

- At any point in time, a mentor or mentee can decide to withdraw from the mentorship program. The Enchanté Network staff should be notified immediately. In this instance, we will make every effort to place any remaining mentee in another mentorship pairing that suits their needs.

Benefits of Participating in the Mentorship Program

Build Your Leadership skills

- This program allows mentors to share their skills, hone their leadership abilities, and develop their ability to support and motivate others. For the mentees, this program provides them with the ability to hone their professional skills and participate in leadership development in a uniquely 2SLGBTQ+ context.

Intersectional Perspectives

- 2SLGBTQ+ communities are diverse, and the organizations that support our communities have varying budgets, sizes, and objectives. This mentorship program can provide you with the opportunity to work with someone who is involved with another organization with a different set of challenges and perspectives. Moreover, the Enchanté Network is comprised of a diverse membership, and we centre the needs of 2Spirit and Indigi-queer communities, sex workers, trans folks, racialized communities, and people with disabilities in our work.

Community building

- The process of community building, especially within the national 2SpiritLGBTQ+ community, can be a heartwarming experience. This program is your chance to be a part of the development of 2SLGBTQ+ communities by contributing to the capacity expansion of our network.

Contact Information for Enchanté Network Staff:

Noah Inniss-Parchment
Program coordinator
noah@enchantenetwork.ca

Mentee Guidebook

Feel free to use this as a guide as you engage with your mentor before, during, and after your one-on-one sessions. Over the course of the 3 month program, we suggest meeting up 3-4 times. When, and how your one-on-one sessions happen can be negotiated with your mentor.



Tips and Tricks for a Successful Mentorship Relationship

Establish a personalized relationship

- Take time to get to know each other by sharing and inquiring about goals, dreams, lifestyle, hobbies, hopes, fears, and experiences. This will help create a welcoming environment and eliminate any feelings of a power dynamic. Please remember to share as much or as little as you'd like

Engage in active listening

- Be present, ensuring you are giving each other your undivided attention during meetings.

Ask open ended questions

- Asking open-ended questions help to facilitate exploratory conversations on how you relate to each other.

Set and respect boundaries

- It is important for both mentors and mentees to communicate personal boundaries and respect these set boundaries for all meetings. This should be a conversation held at the start of your first one-on-one session, touching on your respective capacities, topics that are off limits, trigger warnings, etc.

Plan ahead of sessions

- Especially for mentees, it's important to know what you'd like to discuss, explore, or touch on before your session. An option could be to send your mentor points you'd like to focus on, so they are prepared as well. For mentors, ensure you're reviewing information about your mentee before sessions to help yourself brainstorm prompts, questions, and discussions to bring forward.

Establish your goals

- At the beginning of each session, agree on an outline and timeline of what you would like to accomplish during the session at hand. At the end of each session, establish goals that you both want to achieve before your next meeting and how you will go about achieving them. The mentee should lead the plan of action, with the mentor offering guidance on the realistic feasibility of their plan.

Provide each other with support, affirmations, and validations

- The journey of growth can be a big step-especially if you are a mentee! Remember to provide positive words of encouragement to each other so everyone feels well supported in the process.

Mentee Reflection Questions

One-on-one session # 1

It can be awkward meeting with someone for the first time- especially virtually. Take this session easy, and get to know each other!

Where are you at now, what has led you to seek mentorship?

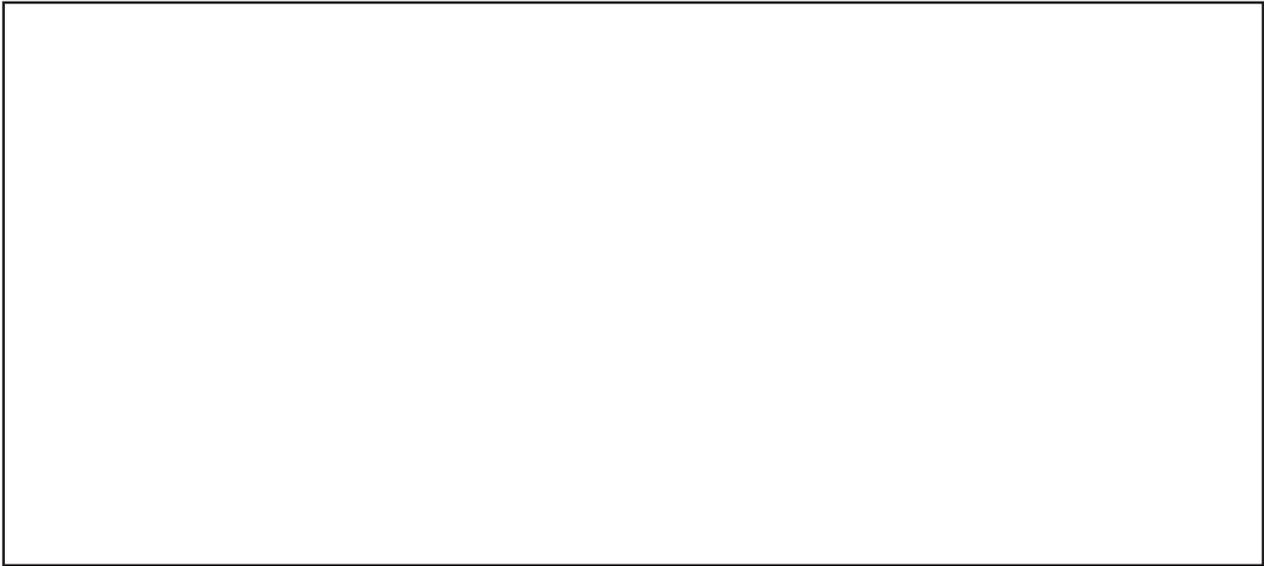
What goals do you want to share with your mentor?



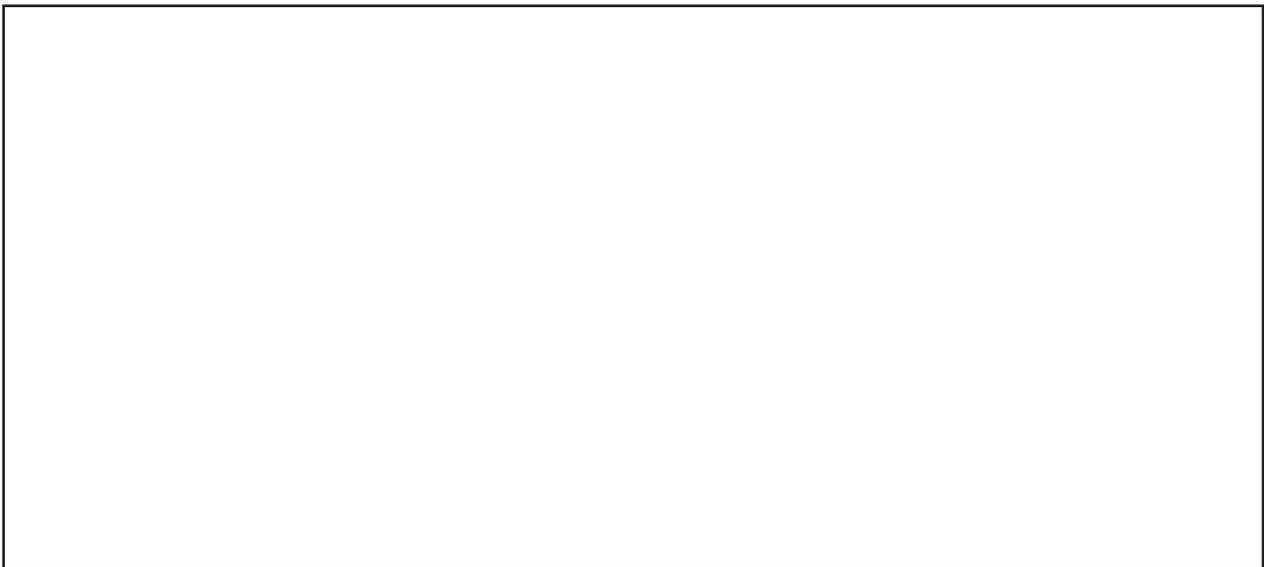
What boundaries, triggers, and off-topic subjects should you let your mentor know about?

What do you want your mentor to know about you, how you learn, and/or how you relate to others?

What do you want to know about your mentor?



How frequently would you like to meet with your mentor? Who will schedule and arrange the link for virtual meetings? Remember to schedule your next one-on-one session at the end of this meeting.



One-on-one session # 2

This session is great for creating an action plan to address your challenges and goals. There may be many challenges and goals you're hoping to work on with your mentor. Breaking your goals down into small, manageable steps will make it easier for you to work towards them. Work with your mentor to focus on your most important challenges and goals they can support you with.

What are your top 3 goals?

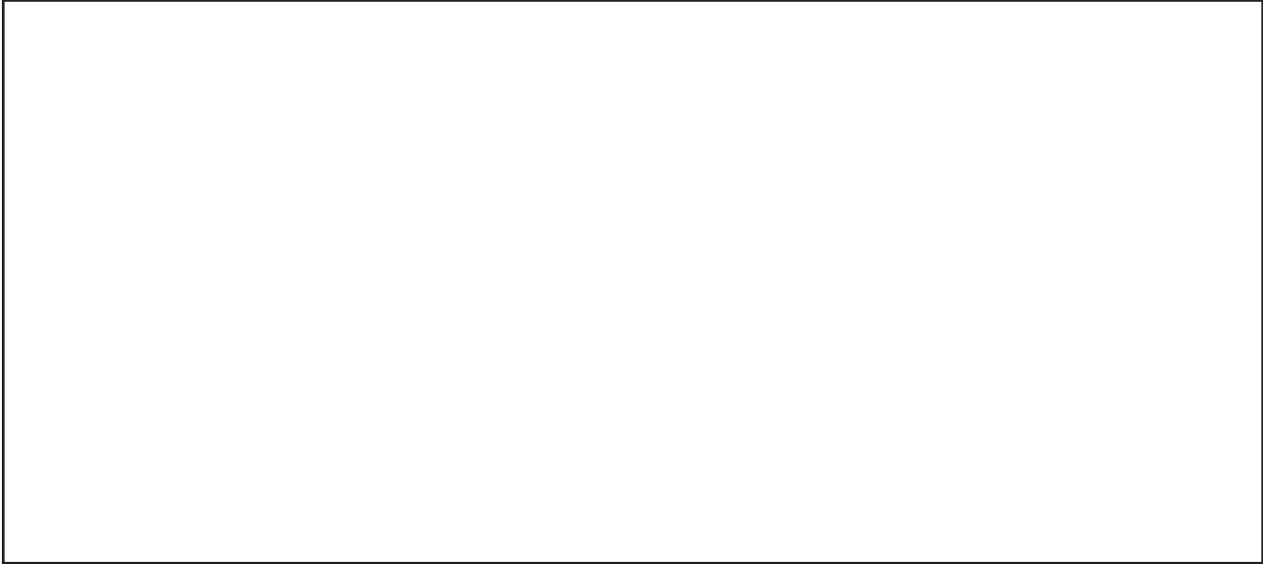
What are your top 3 challenges?



How will you narrow down your most important goals/challenges?

What has your mentor done in the past to focus on their goals?

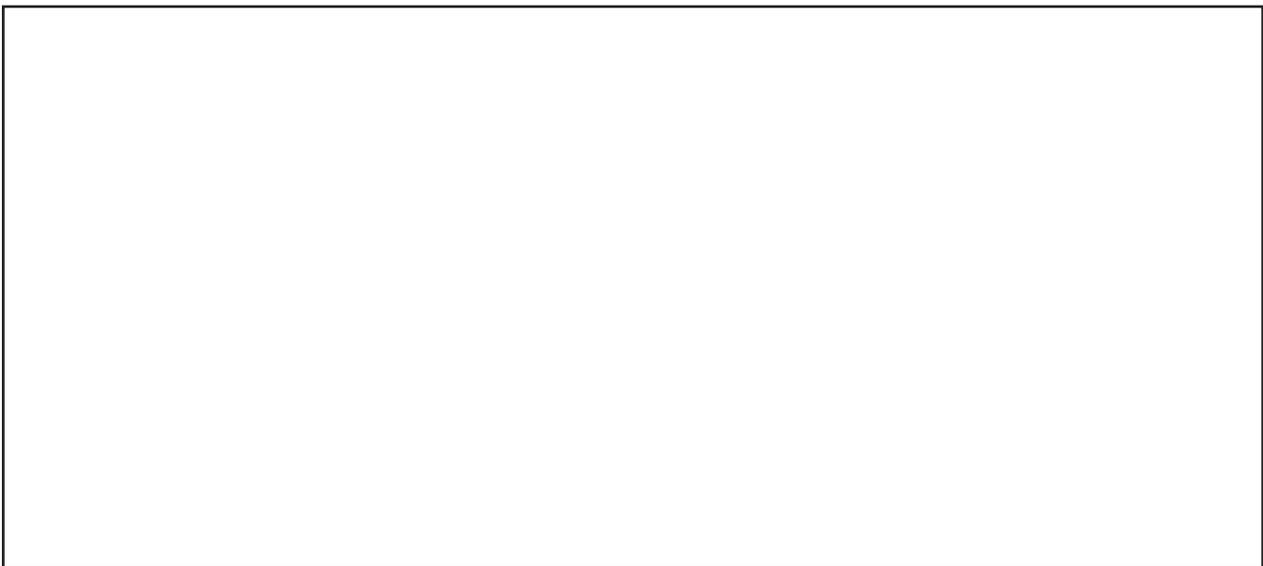
What support could your mentor provide to support you in addressing your challenges and working towards your goals?



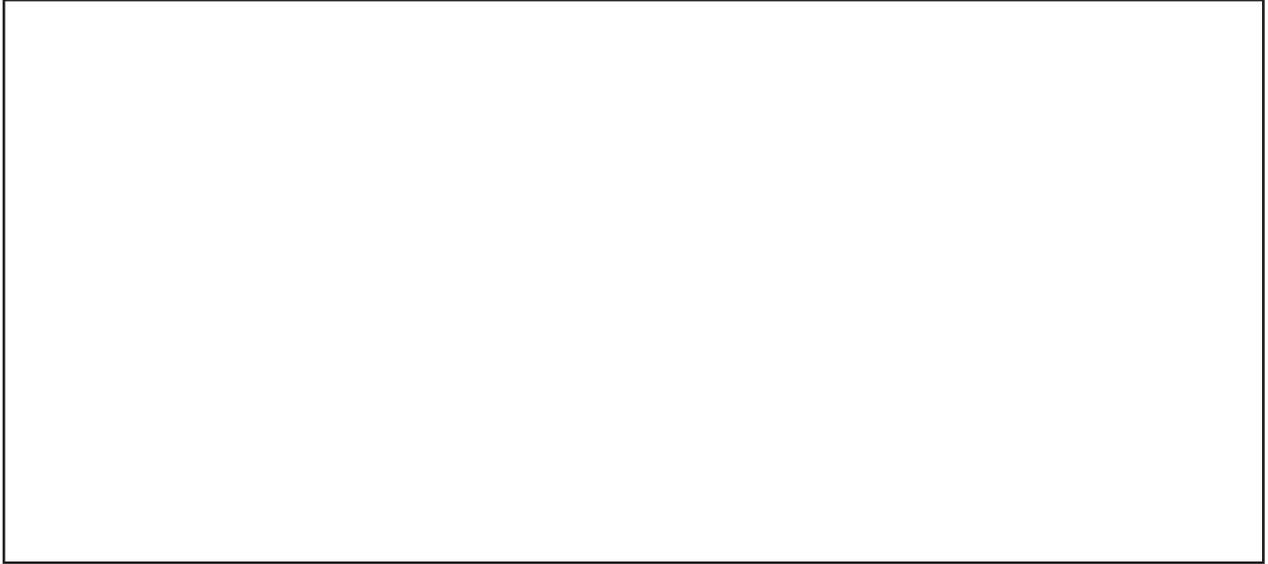
One-on-one session # 3

You may have had time at this point to work on your goals and challenges. Work with your mentor to explore what it has been like to work through and towards your goals and challenges.

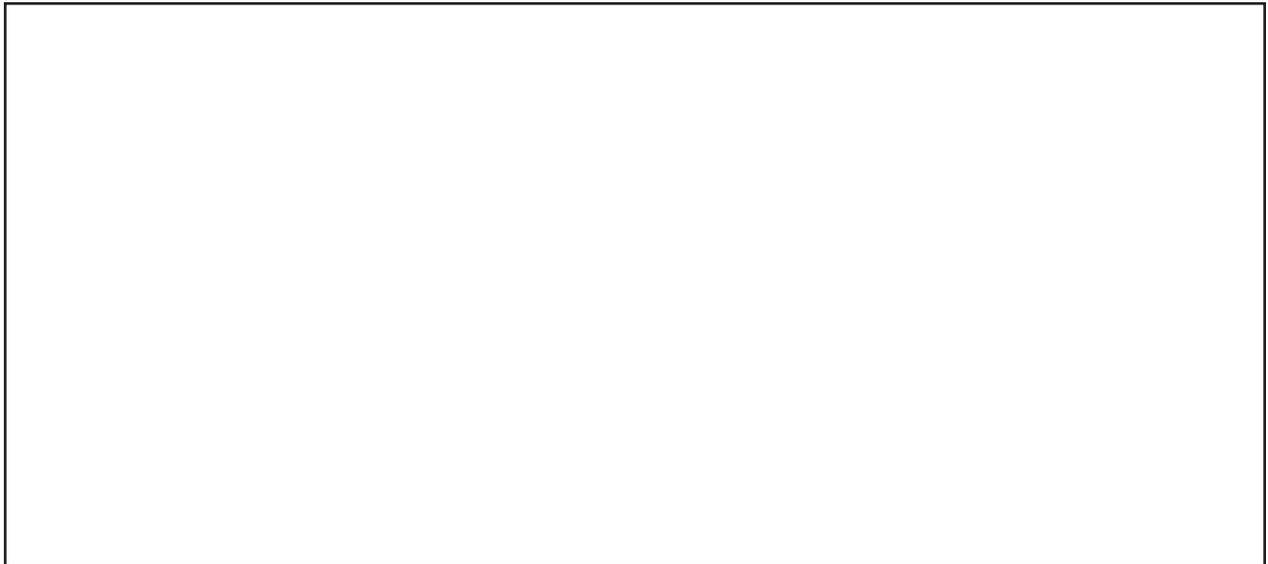
What have you looked into, done, and actioned since the last one-on-one session?



Are your goals realistic? Does your mentor feel your goals are realistic?
Have they changed since your first session?



What set-backs or obstacles have you faced while working towards your goals? How did you overcome them? How has your mentor overcome set-backs and obstacles related to their goals in the past?



One-on-one session # 4

Reflect on your mentee-mentor relationship and whether or not you'd like the relationship to continue informally during this session. Your mentor may not have capacity to continue the relationship, so be prepared for this. You may not want to continue your relationship informally, and this is ok too! Reflect on what tools and resources you need to support yourself moving forward:

If your mentor is willing to continue your mentoring relationship informally:

- Think of how often you'd like to check-in with each other- weekly? Monthly? Casually?
- How will you communicate with each other?- using the same virtual platform? call/text? E-mail?
- As The Enchanté Network is no longer facilitating this relationship beyond the 3 months of the program, how you structure your interactions will be up to you- you can potentially discuss new relationship dynamics and expectations as well as goals you want to work towards together moving forward.

If you mentor is unable to continue this relationship informally, think about how you can support yourself

- Will you still be able to contact your mentor (i.e. sending an e-mail) if you ever need?
- Does your mentor have suggestions for further reading, trainings, skills, materials to support yourself moving forward?

What are your biggest take-aways from your mentor?



Other notes: