



MONTH 1

Session 1A: Whole group orientation. Definition of mentoring. Program structure and expectations. Meet & greet, fill out mentor/mentee agreement, goals and expectations.

- Mentors: Through Research, in Practice, and on Reality (Ted Talk)
- Failure and the Importance of Mentors (Ted Talk)

Session 1B: Getting to know each other, professional journey

MONTH 2

Session 2A: Leveraging Strengths with Angela Wagner

- Strengths/Gallup video and handout(s)

Session 2B: Strengths Finder results for mentee and mentor

- Strengths/Gallup video and handout(s)

MONTH 3

Session 3A: Using strengths to reinforce values

Session 3B: Overcoming challenges by leveraging other people's strengths

MONTH 4

Session 4A: Your values

- Excerpt: The Only Way to Win

Session 4B: Personal mission statement

MONTH 5

Session 5A: Communication: nonverbal & first impressions

- Interpersonal Communication Strategy (possible purchase – Docebo)

Session 5B: Communication (skills, styles, and public speaking)

- Communication and Influence (RentalU)
- Communication Toolkit: Differences Among Generations (possible purchase – Docebo)

MONTH 6

Session 6A: Resolving conflict

- Excerpt: Crucial Confrontations
- Excerpt: Crucial Conversations

Session 6B: Effective listening

- Active Listening (possible purchase – Docebo)

MONTH 7

Session 7A: Time management and productivity

- Goal and Task Prioritization (possible purchase – Docebo)
- Productivity Model – Increasing Productivity at Work (possible purchase – Docebo)



- 12 Guidelines of Effective Time Management (possible purchase – Docebo)

Session 7B: Work/life balance

MONTH 8

Session 8A: Managing change

Session 8B: Stress management

MONTH 9

Session 9A: Project management

Session 9B: Problem solving

- Creative Thinking and Problem Solving (possible purchase – Docebo)

MONTH 10

Session 10A: Leadership skills

- Excerpt: First, Break All the Rules
- Excerpt: Influencer
- Excerpt: It's Your Ship

Session 10B: Asking for, receiving, and giving feedback

- Galen video

MONTH 11

Session 11A: Creating and supporting team culture

- Galen video

Session 11B: Motivation

- Small Acts of Confidence: Visualize Success (possible purchase – Docebo)

MONTH 12

Session 12A: Strategic planning

Session 12B: Building new skills and networking

- How Successful People Reach Their Goals (RentalU)
- Excerpt: The 29% Solution

