

**FACILITATION GUIDE**

Training for  
Effective Mentees  
**FACILITATION  
GUIDE**



Coaching Association of Canada  
Association canadienne des entraîneurs

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# Acknowledgements

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Training for Effective Mentees is built on the foundation of the Mentorship Model and Guides for Advancing Women in Coaching. The training also uses that model's theory and activities within 3 guides on mentorship, one each for mentees, mentors and sport administrators. The Coaching Association of Canada and Canadian Women and Sport (formerly Canadian Association for the Advancement of Women and Sport and Physical Activity) collaboratively led the creation of the stages of mentorship and the 3 guides. A team of writers, supported by an advisory committee, developed the model and guides.



Women and Gender  
Equality Canada

Femmes et Égalité  
des genres Canada

Canada



# Recognition of traditional lands of the First Nations, Inuit, and Métis peoples as the keepers of the land

In a continued effort to strengthen sport in Canada, and to embrace and enact the Calls to Action as outlined by the Truth and Reconciliation Commission, the Coaching Association of Canada is working towards recognizing Traditional Indigenous Lands and the First Nations, Inuit, and Métis peoples as the keepers of the land, at the beginning of all workshops.

Please see the information below to support you in delivering this important initiative.

1. If and when possible, please invite an Aboriginal Elder and/or the Traditional Knowledge Keeper from the community in which you are delivering to welcome participants. To find out more in your community, you are encouraged to contact your local:
  - [Provincial - Territorial Aboriginal Sport Bodies](#) or
  - [National Association of Friendship Centres](#)
2. If an Aboriginal Elder or Traditional Knowledge Keeper is not available, please welcome participants to the traditional lands yourself. Please use the following resources to ensure accuracy.
  - [First Nations Profiles Interactive Map](#)
  - [CAUT Guide to Acknowledge Traditional Territory](#)
  - [Native-Land.ca](#)
3. If the first 2 options are not possible, please welcome participants with the following:

“We respect and acknowledge Indigenous Peoples (First Nations, Inuit and Métis peoples) as the Keepers of the Territory upon which we will be learning today.”



# Introduction

## Who is this document for

This **Facilitation Guide** is for the program manager and facilitator responsible for delivering Training for Effective Mentees.

## Purpose of the document

This document is a step-by-step resource on how to facilitate Training for Effective Mentees. It provides you with suggestions for all activities from the Mentee Workbook. There's also a Facilitation notes section, where you can write your own comments for the workshops.

## How does this training happen?

Training for Effective Mentees includes 3 different 75 minute virtual workshops that each cover the stages of mentorship. The workshops are delivered over the course of approximately 2 months, with a minimum of 3 weeks before each workshop. Mentees should complete the training at the beginning of their mentorship experience.

Workshop name	Participants	Workshop length
Workshop 1: Getting Prepared	Mentees and mentors	75 minutes
Workshop 2: Setting the Stage	Mentees	75 minutes
Workshop 3: Developing Together	Mentees	75 minutes

## What resources are needed for the training?

Training for Effective Mentees is designed for virtual delivery over the course of 3 separate workshops. You'll need access to a videoconferencing platform with breakout room options, and any additional audiovisual (A/V) assets required by the platform. Additionally, you'll need the following:

- Training for Effective Mentees: Facilitation Guide, referred to as the **Facilitation Guide**
- Training for Effective Mentees: Presentation Deck, referred to as the **Presentation Deck**
- Training for Effective Mentees: Mentee Workbook, referred to as the **Mentee Workbook**
- A Mentorship Guide for Advancing Women in Coaching: Effective Mentoring Practices for the Mentee, referred to as the **Mentee Guide**
- A Mentorship Guide for Advancing Women in Coaching: Effective Mentoring Practices for the Mentor, referred to as the **Mentor Guide**

## How is this document organized?

This document has 5 sections: 1 introduction (this section), 3 sections on workshop topics and 1 section on the closing activities of the training.

All sections contain a table that sets out, step-by-step ways on how to deliver all the learning activities for that section. Each learning activity is designed to give you an opportunity to model appropriate facilitation techniques while guiding participants through the individual learning activities. The following information is provided for each learning activity:

- Time, a recommended time for the activity
- Activity, a name for the activity
- Instructions and notes, a description of what you should do during the activity
- Resources, a list of the materials needed and/or referenced for the activity

## Considerations for the program manager

Before initiating the training, the program manager should consider the following questions and ensure that answers are included in program information packages:

- Is the training mandatory or optional for the mentees? Will mentee attendance be tracked and reported to mentors?
- Do all participants have internet access and are able to participate?
- Are there any other accessibility requirements to consider to ensure all participants can contribute?
- Does the training need to be offered bilingually?
- Can the program manager facilitate the training (recommended) or do you need an external facilitator?
- What time would be best to host the sessions? Are the participants located in 1 time zone or multiple time zones?

It's recommended to schedule the workshops with a minimum of 3 weeks between each workshop. That break gives mentees enough time to complete the preparation work and have discussions with their mentors. A sample schedule is provided in the Training overview section.

Because the mentee must complete some activities with the mentor, it's important that the mentor be aware of their role in supporting the mentee's training. In order for mentors to be able to provide support, they must:

- receive and review the Mentor Guide
- receive all training resources
- understand the training structure and purpose
- be aware of the workshop topics and homework expectations
- complete their own training (for example, NCCP Mentorship)

## Learning outcomes

The learning activities in this workshop are designed to enable you to support mentee coaches by helping them:

- understand their role as a mentee
- develop connections with other participants
- gain the skills, knowledge and tools to engage

## Training overview

Pre-training preparation: Provide a minimum of 3 weeks before the first workshop for the participants to complete the workshop preparation (activities in the Mentee Workbook) and connect with mentors.

---

### Overview of Workshop 1: Getting Prepared

Learning activities	Total time: 75 minutes
Welcome	5 minutes
Introductions	25 minutes
Program overview	10 minutes
Debrief	30 minutes
Next steps	5 minutes

Preparation break: Provide a minimum of 3 weeks between workshops for participants to complete the workshop preparation (activities in the Mentee Workbook) and connect with mentors.

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## Overview of Workshop 2: Setting the Stage

Learning activities	Total time: 75 minutes
Welcome	5 minutes
Discuss	20 minutes
Debrief	20 minutes
Complete	25 minutes
Next steps	5 minutes

**Preparation break:** Participants to complete the workshop preparation activities in the Mentee Workbook and connect with mentors.

---

## Overview of Workshop 3: Developing Together

Learning activities	Total time: 75 minutes
Welcome	5 minutes
Debrief	25 minutes
Complete	30 minutes
Discuss	10 minutes
Next steps	5 minutes

**Wrapping up and evaluating (optional):** At the end of the mentorship program, participants to complete reflection activities and celebrate the goals achieved.

# Getting started: Before the first workshop

## Program manager

The program manager of the mentorship program must complete the following activities before Workshop 1: Getting Prepared:

- Read the Mentorship Guide for Advancing Women in Coaching: Effective Mentoring Practices for the Sport Administrator, referred to as the Sport Administrator Guide, to understand their role in the mentorship program
- Review the Presentation Deck. Add their program information to highlighted areas, and remove the highlight once the information is added.

## Facilitator

The facilitator of the training program should:

- Review all training materials: Facilitation Guide, Presentation Deck and the Mentee Workbook
- Read the Mentee Guide to get familiar with the stages of mentorship
- Be familiar with the videoconferencing platform for the workshops (for example, how to create breakout rooms)
- Be familiar with the group they'll be working with (for example, multi-sport or single sport, number of participants)
- Consider completing NCCP Core Training for Learning Facilitators

## Communication to participants

The following information must be sent to all participants (mentors and mentees) at least 3 weeks before the first workshop:

Provide a copy of the:

- Mentee Guide
- Mentor Guide
- Mentee Workbook

Ensure the mentees have connected with their mentor coaches ahead of Workshop 1: Getting Prepared

Ask the mentees to read all pages from the title page through to page 26 of the Mentee Guide and complete the following activities in their Mentee Workbook:

- The decision to be a mentee (section 1.2)
- Mentee motivation scale (section 1.3)
- Self-assessment tool (section 1.4)
- My coaching philosophy (section 1.5)

Prepare and send meeting invitations for all workshops with workshop overview, including the information from both Preparation for the workshop and During the workshop found in the Facilitation Guide

Send reminder emails 1 week before and 1 day before the workshop to ensure mentees are aware of the work they must complete and of the workshop date and time

Provide mentees with an information sheet that outlines each program participants' contact information, sport, and a short biography (optional)

## Example of pre-training email

Hi mentees and mentors,

Welcome to Training for Effective Mentees! Training for Effective Mentees involves 3 virtual workshops that will take place over the course of the next months and cover the stages of mentorship. This is a training program with a goal of developing effective mentees by providing the connections, knowledge and tools to be used throughout the mentorship program experience. To be an effective mentee, you must understand your role as the driver of your mentorship experience. The workshops will include a combination of small-group activities, large-group discussions, and homework for you to complete individually and with your mentor.

Workshop name	Participants	Workshop length
Workshop 1: Getting Prepared	Mentees and mentors	75 minutes
Workshop 2: Setting the Stage	Mentees	75 minutes
Workshop 3: Developing Together	Mentees	75 minutes

Attached to this email are the following resources for the training:

- A Mentorship Guide for Advancing Women in Coaching: Effective Mentoring Practices for the Mentee, referred to as the Mentee Guide
- A Mentorship Guide for Advancing Women in Coaching: Effective Mentoring Practices for the Mentor, referred to as the Mentor Guide
- Training for Effective Mentees: Mentee Workbook, referred to as the Mentee Workbook

Before Workshop 1: Getting Prepared, mentees should complete the following:

- Reach out to connect with your mentor. Try to schedule your first meeting to introduce yourself to your mentor before the workshop.
- Read all pages from the title page through to page 26 Mentee Guide
- Complete the following activities in the Mentee Workbook:
  - The decision to be a mentee (section 1.2)
  - Mentee motivation scale (section 1.3)
  - Self-assessment tool (section 1.4)
  - My coaching philosophy (section 1.5)

Before Workshop 1: Getting Prepared, mentors should complete the following:

- Find time to connect with your mentee
- Read all pages from the title page through to page 26 of the Mentor Guide
- Complete the activities in the Mentor Guide:
  - The decision to mentor (page 22)
  - Mentee motivation scale (page 23)
  - Self-assessment and awareness building (page 25)
  - My coaching philosophy (page 26)

Please let me know if you have any questions! Thank you.

# Workshop 1: Getting Prepared

## 1.1 Workshop overview

**Length:** 75 minutes

**Participants:** Mentees and mentors in the mentorship program

### Preparation for the workshop

Before Workshop 1: Getting Prepared, mentees should complete the following:

- Reach out to connect with your mentor coach. Try to schedule your first meeting to introduce yourself before the workshop.
- Read all pages from the title page through to page 26 of the Mentee Guide
- Complete the following activities in the Mentee Workbook:
  - The decision to be a mentee (section 1.2)
  - Mentee motivation scale (section 1.3)
  - Self-assessment tool (section 1.4)
  - My coaching philosophy (section 1.5)

### During the workshop

During Workshop 1: Getting Prepared, participants will:

- Learn about the program and have the opportunity to ask questions
- Introduce themselves and get to know the other program participants
- Share their results from the Mentee Workbook activities, sections 1.2 to 1.5

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### Workshop 1 schedule

Time	Learning activities
5 minutes	Welcome
25 minutes	Introductions
10 minutes	Program overview
30 minutes	Debrief
5 minutes	Next steps

## 1.2 Workshop preparation

### Before the workshop

The facilitator and project manager should ensure they complete the following items before the workshop:

Ensure that all activities are completed in the following sections of the Facilitation Guide: Introduction, Getting started, section 1.1

Send meeting invitation with workshop overview, including the information from both Preparation for the workshop and During the workshop (section 1.1 in the Facilitation Guide)

Send a meeting reminder 1 to 2 days in advance of the workshop

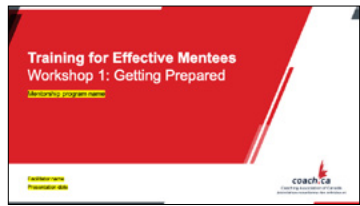
Review the Facilitation Guide and Presentation Deck for the workshop

Review the workshop preparation work for the participants:

- Read all pages from the title page through to page 26 in the Mentee Guide
- Activities in sections 1.2 to 1.5 in the Mentee Workbook

---

### Starting the workshop

Instructions and notes	Resources
<ul style="list-style-type: none"><li>• Ensure you have all program resources required for the workshop</li></ul>	<ul style="list-style-type: none"><li>• <b>Facilitation Guide</b></li><li>• <b>Presentation Deck</b></li><li>• <b>Mentee Workbook</b></li><li>• <b>Mentee Guide</b></li></ul>
<ul style="list-style-type: none"><li>• Open the virtual room at least 30 minutes before the start to give yourself time to prepare materials and complete a technology check (audio and video; breakout room functionality).</li></ul>	
<ul style="list-style-type: none"><li>• Display slide 1 as participants arrive.</li></ul>	<ul style="list-style-type: none"><li>• <b>Presentation Deck</b></li></ul> <p>Slide 1</p>  <p>The image shows a presentation slide with a red background on the left and white on the right. The text on the slide reads: 'Training for Effective Mentees', 'Workshop 1: Getting Prepared', and 'Mentee Workbook'. There is a small logo in the bottom right corner that says 'coach.ca'.</p>

**My notes:**

## 1.3 Welcome

Activity time: 5 minutes

### Instructions and notes

- Introduce yourself to the group and welcome everyone to Training for Effective Mentees
- Congratulate participants on their selection to the mentorship program
- Introduce the program manager to the group
- Address housekeeping items at the beginning of the workshop: virtual platform abilities (audio, video)

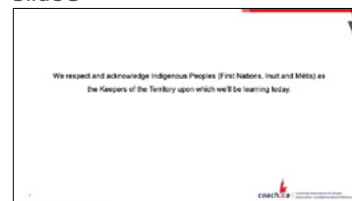
### Resources

#### Slide 2



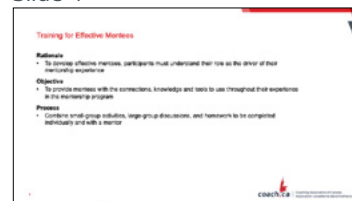
- Thank the traditional territory for the opportunity to gather today. If possible, please customize the following thank you to acknowledge the specific Indigenous Peoples on whose traditional territory you'll be delivering the workshop
- "We respect and acknowledge Indigenous Peoples (First Nations, Inuit, and Métis) as the Keepers of the Territory upon which we'll be learning today."

#### Slide 3



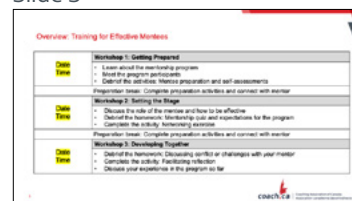
- Review the rationale, objective and process for Training for Effective Mentees
- Emphasize that mentorship is collaborative space. It's a partnership but it's important to actively lead their own learning through participation, engagement, and practice.

#### Slide 4



- Introduce the overview agenda for the training program
- Make sure participants have their Mentee Workbook open and encourage them to write notes in the Notes section
- Also encourage participants to use the space to write down discussion topics for conversations with their mentor

#### Slide 5



**My notes:**

## 1.4 Introductions

Notes: The activity's time may fluctuate based on how many participants are in the session. Ensure that you give all participants enough time to introduce themselves. If time is limited, the facilitator can provide more specific instructions for the activity.

**Activity time: 25 minutes**

### Instructions and notes

- Introduce the second section, Introductions

### Resources

Slide 6



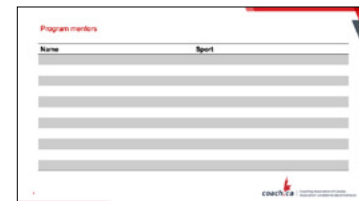
- Introduce the rationale, objective and process for this section of the workshop

Slide 7



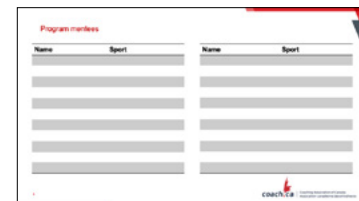
- Ask the program mentors to introduce themselves (name, sport, province or territory, current or most recent coaching position)

Slide 8



- Ask the program mentees to introduce themselves (name, sport, province or territory, current or most recent coaching position)
- Encourage participants to connect with each other throughout the program, and provide examples of how and where they can connect (for example, at events, by email)

Slide 9



## 1.5 Program overview

Note: This section can be presented by the program manager or the facilitator. The program manager should be available to answer any program-related questions.

Tip: Use the activity called Understanding what the mentorship involves, on page 21 of the Mentee Guide, to identify the information the participants need to know.

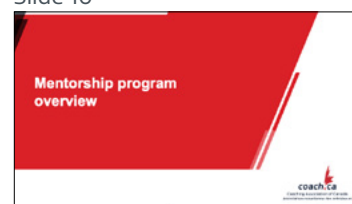
**Activity time: 10 minutes**

### Instructions and notes

- Introduce the first section, Program overview

### Resources

Slide 10



- Introduce the rationale, objective and process for this section of the workshop

Slide 11



- Describe the mentorship program and its purpose
- Describe the program's goal
- Describe the program's objectives

Slide 12



- Describe the activities that will take place throughout the program
- Provide as much detail as possible

Slide 13



## Instructions and notes

- Review the program schedule and highlight all key dates for the participants
- Highlight any mandatory events that participants must attend

## Resources

### Slide 14

Activity	Date
Activity	Date
Activity	Date
Activity	Date
Activity	Date
Activity	Date
Activity	Date
Activity	Date
Activity	Date
Activity	Date
Activity	Date

\* Not mandatory

- Review the program resources and ensure all participants have access to the resources
- Make sure participants understand what they'll use each resource for and how to use it
- Review the technology requirements, and if necessary, provide participants with a walk-through of the new platforms

### Slide 15

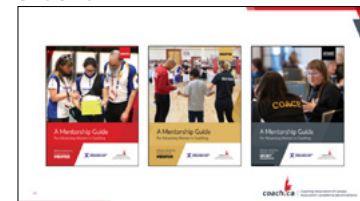
Learning resources
• A Mentorship Guide for Advancing Women in Coaching: Effective Mentoring Practices for the Mentee (also called the Mentee Guide)
• Training for Effective Mentors: Mentor Workbooks (also called the Mentor Workbook)

Technology requirements
• Software 2 (not example, Slack, WhatsApp)

- Introduce the stages of mentorship and the 3 guides that are available
- Make sure that participants have access to their respective guides (Mentee Guide or Mentor Guide)

### Slide 16



- Review the 6 stages to mentorship and the key points that will happen during each stage

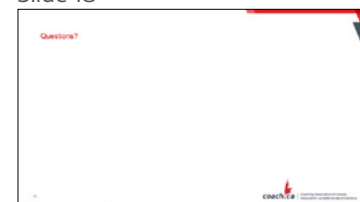
### Slide 17

1 Assess Readiness	2 Prepare	3 Set This Stage	4 Develop Together	5 Wrap Up	6 Evaluate And Plan Next Steps
<ul style="list-style-type: none"><li>• Understand to what the mentorship means</li><li>• Considerable mentoring</li><li>• Determine if it is an inclusion for engagement</li></ul>	<ul style="list-style-type: none"><li>• Self assessment and building trust to be an effective mentor and mentee</li></ul>	<ul style="list-style-type: none"><li>• Vision and goal setting</li><li>• Clarifying roles of the mentor and mentee</li><li>• Developing a mentoring plan</li></ul>	<ul style="list-style-type: none"><li>• Understand to what the mentorship means</li><li>• Considerable mentoring</li><li>• Determine if it is an inclusion for engagement</li></ul>	<ul style="list-style-type: none"><li>• Self assessment and building trust to be an effective mentor and mentee</li></ul>	<ul style="list-style-type: none"><li>• Value and goal setting</li><li>• Clarifying roles of the mentor and mentee</li><li>• Developing a mentoring plan</li></ul>

### Mentee Guide, page 18

- Pause for any questions from the participants

### Slide 18



**My notes:**

**My notes:**

## 1.6 Debrief

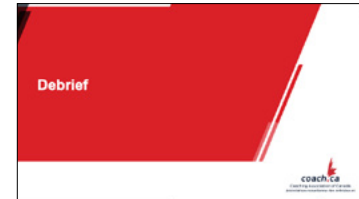
Activity time: 30 minutes (15 minutes for each breakout room activity)

### Instructions and notes

- Introduce the third section, Debrief

### Resources

Slide 19



- Introduce the rationale, objective and process for this section of the workshop

Slide 20



- Introduce the activity, Getting ready for your role
- Let participants know that they'll be split into groups depending on their role in the program (mentor or mentee)
- Direct mentees to sections 1.2 and 1.3 of the Mentee Workbook, as they'll be discussing the activities:
  - The decision to be a mentee (section 1.2)
  - Mentee motivation scale (section 1.3)
- Direct mentors to page 22 and 23 of the Mentor Guide, as they'll be discussing the activities:
  - The decision to be a mentor (page 22)
  - Mentor motivation scale (page 23)
- Let participants know they'll have approximately 11 minutes in the breakout rooms
- When creating the breakout rooms:
  - Split participants into breakout rooms so that each room has 3 to 4 participants
  - Each room must have only mentors or only mentees
- While participants are in breakout rooms:
  - Monitor them for questions
  - Join rooms to ensure participants are on task
  - Send remaining time updates (for example, 2 minute warning)
  - End breakout rooms and welcome participants back to the main room
- After the breakout sessions are done:
  - Allow participants to share key highlights from their conversations, depending on time

Slide 21



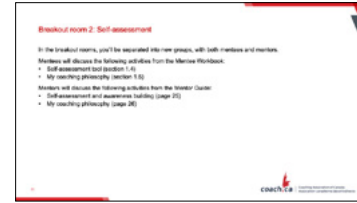
- **Mentee Workbook**, sections 1.2 and 1.3
- **Mentee Guide**, pages 22 and 23
- **Mentor Guide**, page 22 and 23

## Instructions and notes

- Introduce the activity, Self-assessment
- Direct mentees to Sections 1.4 and 1.5 of the Mentee Workbook, as they'll be discussing the following:
  - Self-assessment tool (section 1.4)
  - My coaching philosophy (section 1.5)
- Direct mentors to pages 25 and 26 of the Mentor Guide, as they'll be discussing the following:
  - Self-assessment and awareness building (page 25)
  - My coaching philosophy (page 26)
- Let participants know they'll have approximately 13 minutes in the breakout rooms
- When creating the breakout rooms:
  - Split participants into breakout rooms so that each room has 3 to 4 participants
  - Switch participants so that they're working with different groups than they did for the first breakout room activity
  - Mentors and mentees can be in the same rooms
- While participants are in breakout rooms:
  - Monitor them for questions
  - Join rooms to ensure participants are on task
  - Send remaining time updates (for example, 2 minute warning)
  - End breakout rooms and welcome participants back to the main room
- After the breakout sessions are done, depending on time remaining, allow participants to share key highlights from their conversations

## Resources

### Slide 22



- **Mentee Workbook**, sections 1.4 and 1.5
- **Mentee Guide**, pages 25 and 26
- **Mentor Guide**, pages 25 and 26

### My notes:

## 1.7 Next steps

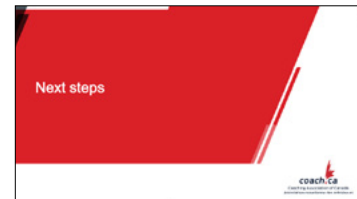
Activity time: 5 minutes

### Instructions and notes

- Introduce the final section, Next steps
- Ask participants to enter a word in the chat box to describe how they're currently feeling
- Goal of this activity is to take the group's pulse of how the first workshop went

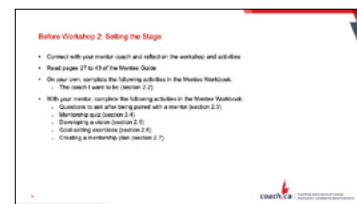
### Resources

Slide 23



- Ask participants to go to section 2.1 of the Mentee Workbook
- Review the homework for the participants to complete before the next training workshop

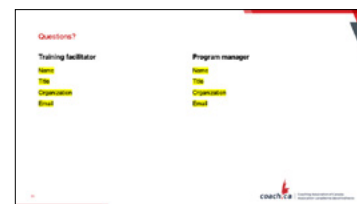
Slide 24



Mentee Workbook, section 2.1

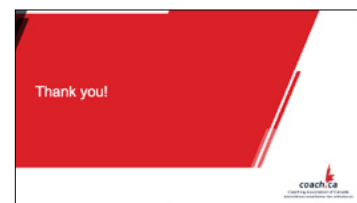
- Ask participants if they have any questions

Slide 25



- Thank participants for their participation

Slide 26



**My notes:**

# Workshop 2: Setting the Stage

## 2.1 Workshop overview

**Length:** 75 minutes

**Participants:** Mentees in the mentorship program

### Preparation for the workshop

Before Workshop 2: Setting the Stage, mentees should complete the following:

- Connect with their mentor coach and reflect on the first workshop and activities
- Read pages 27 to 43 of the Mentee Guide
- On their own, complete the following activity in the Mentee Workbook:
  - The coach I want to be (section 2.2)
- With their mentor, complete the following activities in the Mentee Workbook:
  - Questions to ask after being paired with a mentor (section 2.3)
  - Mentorship quiz (section 2.4)
  - Developing a vision (section 2.5)
  - Goal-setting exercises (section 2.6)
  - Creating a mentorship plan (section 2.7)

### During the workshop

During Workshop 2: Setting the Stage, participants will:

- Discuss the mentee's role and how to be effective
- Debrief the homework: Mentorship quiz and expectations for the program
- Complete the Mentee Workbook activity in breakout rooms:
  - Networking exercise (section 2.8)

---

### Workshop 2 schedule

Time	Learning activities
5 minutes	Welcome
20 minutes	Discuss
20 minutes	Debrief
25 minutes	Complete
5 minutes	Next steps

## 2.2 Workshop preparation

### Before the workshop

The facilitator and project manager should complete the following items before the workshop:

Send meeting invitation with workshop overview, including the information from both Preparation for the workshop and During the workshop (section 2.1 of the Facilitation Guide)

Send meeting reminders 1 week before and 1 day before the workshop

Review the Facilitation Guide and Presentation Deck for the workshop

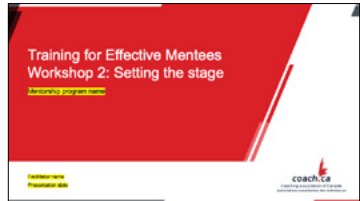
Review the workshop preparation work for the participants:

- Read pages 27 to 43 in the Mentee Guide
- Activities in sections 2.2 to 2.7 in the Mentee Workbook

Review the activities to be completed during the workshop:

- Networking exercise in section 2.8 in the Mentee Workbook

### Starting the workshop

Instructions and notes	Resources
<ul style="list-style-type: none"><li>• Ensure you have all the program resources available for the session</li></ul>	<ul style="list-style-type: none"><li>• <b>Facilitation Guide</b></li><li>• <b>Presentation Deck</b></li><li>• <b>Mentee Workbook</b></li><li>• <b>Mentee Guide</b></li></ul>
<ul style="list-style-type: none"><li>• Open the virtual room at least 30 minutes before the workshop's start time to give yourself time to prepare materials and complete a technology check (audio and video; breakout room functionality)</li></ul>	
<ul style="list-style-type: none"><li>• Display slide 27 as coaches arrive</li></ul>	<ul style="list-style-type: none"><li>• <b>Presentation Deck</b></li></ul> <p>Slide 27</p> 

**My notes:**

## 2.3 Welcome

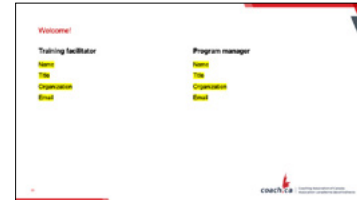
Activity: 5 minutes

### Instructions and notes

- Welcome everyone back to Training for Effective Mentees
- Thank participants for the time and effort they spent on the homework activities
- Briefly re-introduce yourself
- Address housekeeping items at the beginning of the workshop: virtual platform abilities (audio, video)

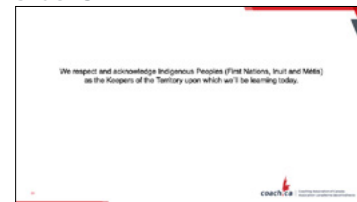
### Resources

Slide 28



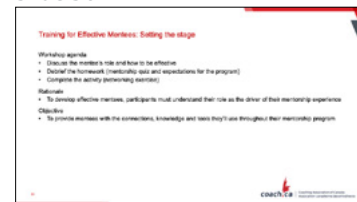
- Thank the traditional territory for the opportunity to train today. If possible, please customize the following thank you to acknowledge the specific Indigenous Peoples on whose traditional territory you'll be delivering the workshop
- “We respect and acknowledge Indigenous Peoples (First Nations, Inuit, and Métis) as the Keepers of the Territory upon which we'll be learning today.”

Slide 29



- Introduce the workshop's agenda
- Review the rationale and objective for Training for Effective Mentees
- Emphasize that the mentees are the “drivers of their mentorship experience,” and they should be leading the process
- Make sure participants have their Mentee Workbook open and encourage them to write notes and discussion topics in the Notes section

Slide 30



**My notes:**

## 2.4 Discuss

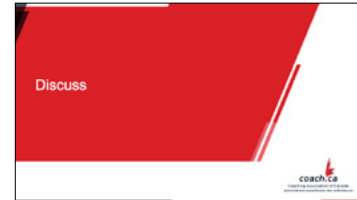
Activity time: 20 minutes

### Instructions and notes

- Introduce the first section, Discuss

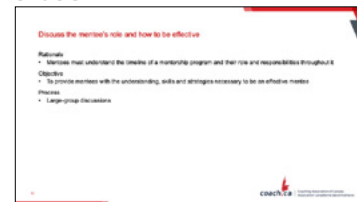
### Resources

Slide 31



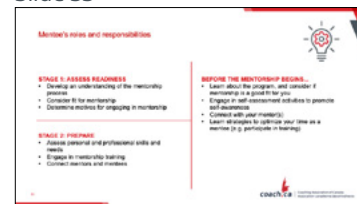
- Introduce the rationale, objective and process for this section of the workshop
- Remind participants of the 6 stages of mentorship
- Explain to participants that this section covers a review of the 6 stages and their mentee role during the stages

Slide 32



- Explain the mentees' roles and responsibilities for stages 1 and 2
- Let participants know that they completed stage 2 at the end of the Workshop 1

Slide 33



- Explain the mentees' roles and responsibilities for stages 3 and 4
- Let participants know that they completed stage 3 in the homework, and that they're now in stage 4

Slide 34

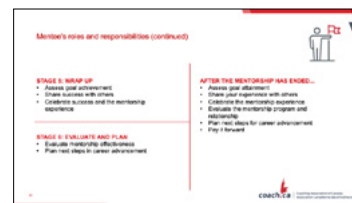


## Instructions and notes

- Explain the mentees' roles and responsibilities for stages 5 and 6
- Let participants know that they'll have completed stages 5 and 6 by the end of the program

## Resources

### Slide 35



- Review the list of strategies to be an effective mentee
- Ask participants if there are any other skills or strategies they would add to this list
- Encourage participants to speak, or when speaking isn't possible, have them participate using the chat function

### Slide 36



- **Mentee Guide**, page 31

- Review the strategies on how participants can make the most of their mentorship experience
- Ask participants if anyone has experienced or used any of these strategies yet (encourage participants to share their experience)
- Ask participants if they have any questions now that the section is done

### Slide 37



- **Mentee Guide**, pages 47 to 53

## My notes:

## 2.5 Debrief

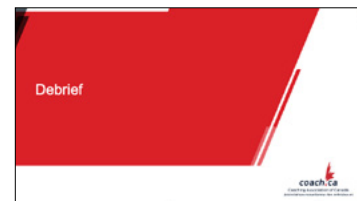
Activity time: 20 minutes

### Instructions and notes

- Introduce the second section, Debrief

### Resources

Slide 38



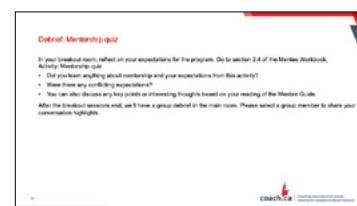
- Introduce the rationale, objective and process for this section of the workshop

Slide 39



- Introduce the activity, Mentorship quiz
- Direct participants to discuss the activity in the Mentee Workbook:
  - Mentorship quiz (section 2.4)
- Let participants know they'll have approximately 12 minutes in the breakout rooms
- When creating the breakout rooms:
  - Split participants into breakout room so that each room has 3 to 4 participants
- While participants are in breakout rooms:
  - Monitor them for questions
  - Join rooms to ensure participants are on task
  - Send remaining time updates (for example, 2 minute warning)
  - End breakout rooms and welcome participants back to the main room
- Lead a group debrief for the remaining activity time (approximately 8 minutes or less) and ask each group to share their conversation highlights

Slide 40



- **Mentee Workbook**, section 2.4
- **Mentee Guide**, page 33

**My notes:**

## 2.6 Complete

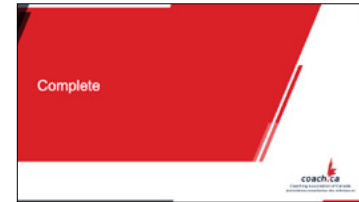
Activity time: 25 minutes

### Instructions and notes

- Introduce the third section, Complete

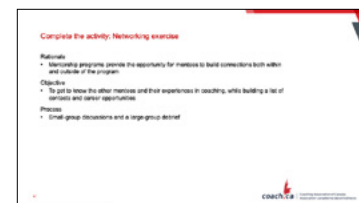
### Resources

Slide 41



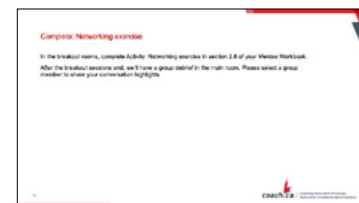
- Introduce the rationale, objective and process for this section of the workshop

Slide 42



- Introduce the activity, Networking exercise
- Direct participants to complete the activity in the Mentee Workbook:
  - Networking exercise (section 2.8)
- Let participants know they'll have 15 minutes in the breakout rooms
- When creating the breakout rooms:
  - Split participants into breakout rooms so that each room has 3 to 4 participants
  - Switch participants so that they're working with different groups than they did for the first breakout room activity
- While participants are in breakout rooms:
  - Monitor them for questions
  - Join rooms to ensure participants are on task
  - Send remaining time updates (for example, 2 minute warning)
  - End breakout rooms and welcome participants back to the main room
- Lead a group debrief for the remaining activity time (approximately 8 minutes or less) and ask each group to share their conversation highlights

Slide 43



- **Mentee Workbook**, section 2.8
- **Mentee Guide**, page 51

**My notes:**

## 2.7 Next steps

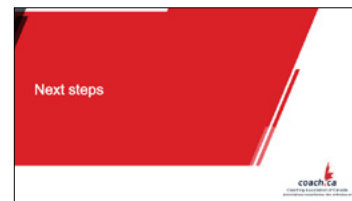
Activity time: 5 minutes

### Instructions and notes

- Introduce the final section, Next steps
- Ask participants to enter a word in the chat box to describe how they're currently feeling
- This activity's goal is to take the group's pulse of how the workshop went

### Resources

Slide 44



- Ask participants to go to section 3.1 of the Mentee Workbook
- Review the homework that the mentees will complete before the next workshop

Slide 45



- **Mentee Workbook**, section 3.1

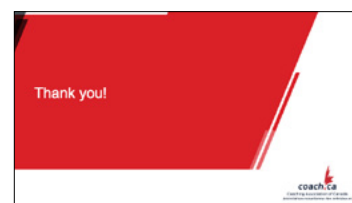
- Ask participants if they have any questions

Slide 46



- Thank participants for their participation

Slide 47



**My notes:**

# Workshop 3: Developing Together

## 3.1 Workshop overview

**Length:** 75 minutes

**Participants:** Mentees in the mentorship program

### Preparation for the workshop

Before Workshop 3: Developing Together, mentees should complete the following:

- Read pages 44 to 69 in the Mentee Guide
- Connect with your mentor coach and reflect on the previous workshop and activities
  - Review pages 49 and 52 in the Mentee Guide
  - Review and add to Activity: Networking exercise, section 2.8 in the Mentee Workbook
- With your mentor, complete the following activities in the Mentee Workbook:
  - Barriers and facilitators (section 3.2)
  - Discussing conflict or challenges with your mentor (section 3.3)

### During the workshop

During Workshop 3: Developing Together, mentees will complete the following:

- Debrief homework reading and activities: Discussing conflict or challenges with your mentor
- Complete the Mentee Workbook activity: Facilitating reflection (section 3.4)
- Reflect on their experience in the program so far

---

### Workshop 3 schedule

Time	Learning activities
5 minutes	Welcome
25 minutes	Debrief
30 minutes	Complete
10 minutes	Discuss
5 minutes	Next steps

## 3.2 Workshop preparation

### Before the workshop

The facilitator and project manager should ensure the following items are completed in advance of the session:

Send meeting invitation with workshop overview, including the information from both Preparation for the session and

During the session (section 3.1 of the Facilitation Guide)

Send meeting reminders 1 week before and 1 day before the workshop

Review the Facilitation Guide and Presentation Deck for the session

Review the workshop preparation work for the participants:

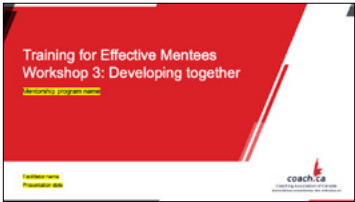
- Read pages 44 to 69 in the Mentee Guide
- Activities in sections 3.2 and 3.3 in the Mentee Workbook

Review the activities to be completed during the workshop:

- Activity: Facilitating reflection in section 3.4 in the Mentee Workbook

---

### Starting the workshop

Instructions and notes	Resources
<ul style="list-style-type: none"><li>• Ensure you have all of the program resources available for the session</li></ul>	<ul style="list-style-type: none"><li>• <b>Facilitation Guide</b></li><li>• <b>Presentation Deck</b></li><li>• <b>Mentee Workbook</b></li><li>• <b>Mentee Guide</b></li></ul>
<ul style="list-style-type: none"><li>• Open the virtual room at least 30 minutes before the start time to give yourself time to prepare materials and complete a technology check (audio and video; breakout room functionality)</li></ul>	
<ul style="list-style-type: none"><li>• Display slide 48 as coaches arrive</li></ul>	<ul style="list-style-type: none"><li>• <b>Presentation Deck</b></li></ul> <p>Slide 48</p> 

**My notes:**

## 3.3 Welcome

Activity time: 5 minutes

### Instructions and notes

- Welcome everyone back to Training for Effective Mentees
- Thank participants for the time and effort they spent on the homework activities
- Briefly re-introduce yourself
- Address housekeeping items at the beginning of the workshop: virtual platform abilities (audio, video)

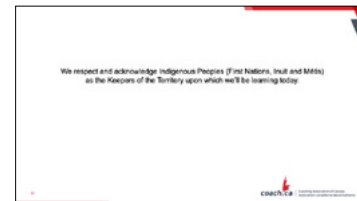
### Resources

Slide 49



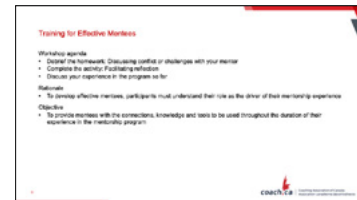
- Thank the traditional territory for the opportunity to train today. If possible, please customize the following thank you to acknowledge the specific Indigenous Peoples on whose traditional territory you'll be delivering the workshop:
- “We respect and acknowledge Indigenous Peoples (First Nations, Inuit, and Métis) as the Keepers of the Territory upon which we'll be learning today.”

Slide 50



- Introduce the workshop's agenda
- Review the rationale and objective for the Training for Effective Mentees
- Emphasize that the mentees are the “drivers of their mentorship experience,” and they should be leading the process
- Make sure participants have their Mentee Workbook open and encourage them to write notes in the Notes section

Slide 51



**My notes:**

## 3.4 Debrief

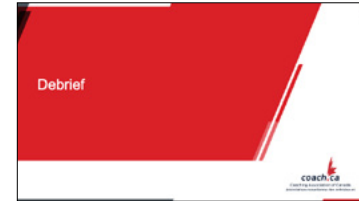
Activity time: 25 minutes

### Instructions and notes

- Introduce the first section, Debrief

### Resources

Slide 52



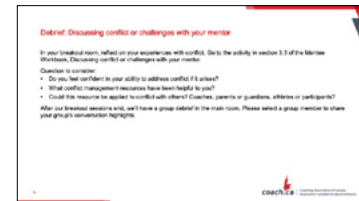
- Introduce the rationale, objective and process for this section of the workshop

Slide 53



- Introduce the activity, Discussing conflict or challenges with your mentor, and direct participants to section 3.3 of the Mentee Workbook
- This activity's purpose is to debrief the activity that the participants completed before the workshop, debrief different approaches to conflict, and let participants get to know one another better
- Let participants know they'll have approximately 15 minutes in the breakout rooms, and have them assign a group member who will report back during the group debrief
- When creating the breakout rooms:
  - Split participants into breakout rooms so that each room has 3 to 4 participants
- While participants are in breakout rooms:
  - Monitor them for questions
  - Join rooms to ensure participants are on task
  - Send remaining time updates (for example, 2 minute warning)
  - End breakout rooms and welcome participants back to the main room
- Lead a group debrief for the remaining activity time (approximately 8 minutes) and ask each group to share their conversation highlights

Slide 54



- **Mentee Workbook**, section 3.3
- **Mentee Guide**, page 54

**My notes:**

## 3.5 Complete

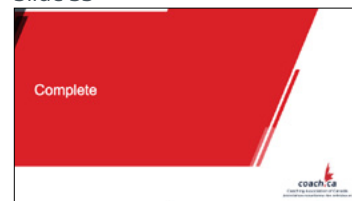
Activity time: 30 minutes

### Instructions and notes

- Introduce the second section, Complete

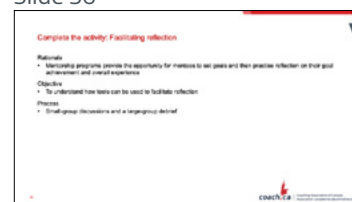
### Resources

Slide 55



- Introduce the rationale, objective and process for this section of the workshop

Slide 56



- Introduce the activity, Facilitating reflection
- Direct participants to complete the activity in the Mentee Workbook:
  - Facilitating reflection (section 3.4)
- Let participants know they'll have 20 minutes in the breakout rooms, and have participants assign a group member who will report back during the group debrief
- Each room will be assigned a reflection model to use to reflect on their experience in the mentorship program so far. Have mentees review whether the model helped their reflection process.
- When creating the breakout rooms:
  - Split participants into breakout rooms so that each room has 3 to 4 participants
  - Switch participants so that they're working with different groups than the first activity
  - Assign a reflection model to each room

Slide 57



- **Mentee Workbook**, section 3.4
- **Mentee Guide**, pages 46 and 47

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## Instructions and notes

## Resources

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- While participants are in breakout rooms:
  - Monitor them for questions
  - Join rooms to ensure participants are on task
  - Send remaining time updates (example: 2-minute warning)
  - End breakout rooms and welcome participants back to the main room
- Lead a group debrief for the remaining activity time (approximately 10 minutes) and ask each group to share their conversation highlights

### My notes:

## 3.6 Discuss

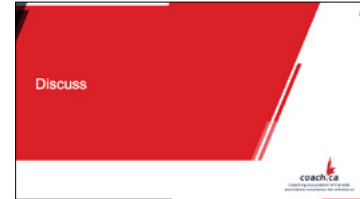
Activity time: 10 minutes

### Instructions and notes

- Introduce the third section, Discuss

### Resources

Slide 58



- Introduce the rationale, objective and process for this section of the workshop

Slide 59



- Lead a group discussion on their experiences in the program, using the questions on the screen to prompt reflection.
- Answer any remaining questions you can. If you don't know the answer, write it down and let them know you'll find the answer.

Slide 60



**My notes:**

## 3.7 Next steps

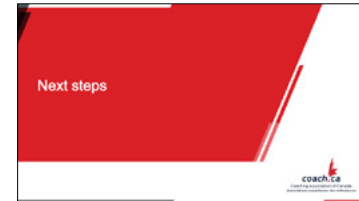
Activity time: 5 minutes

### Instructions and notes

- Introduce the final section, Next steps
- Ask participants to enter a word in the chat box to describe how they're currently feeling
- The goal is to get a pulse of how the group felt the session went

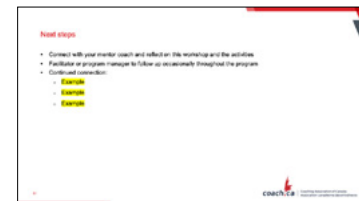
### Resources

Slide 61



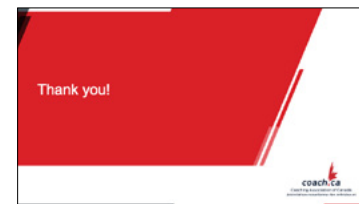
- Review the next steps for the mentorship program
- Remind participants to use the Mentee Workbook and the Mentee Guide throughout the program
- Ask participants if they have any questions

Slide 62



- Thank participants for their participation

Slide 63



**My notes:**

# 4 Wrapping Up and Evaluating

Congratulations on facilitating Training for Effective Mentees!

As the program continues, refer to the Sport Administrator Guide to identify your role in supporting the program participants. Remember to regularly check in and connect with the participants.

The facilitator or manager of the mentorship program should make sure that the following activities happen before the end of the program:

- Review pages 40 to 47 of the Sport Administrator Guide to develop your program evaluation

- Plan a program wrap-up celebration to share and celebrate the successes and accomplishments of program participants (can be a virtual or in-person celebration)

- Send your program evaluation to all program participants, with a deadline for completion

- Send a reminder to program participants to complete sections 4.1 to 4.4 of the Mentee Workbook, prior to the program wrap-up celebration

- Host the program wrap-up celebration

Remember to share the stories and successes of the program with the sport community to inspire others to support coach development through mentorship!

Visit [coach.ca](https://coach.ca), the resource and information hub for coaches in Canada. Register for a free Locker account to access valuable eLearning modules and track coach training, and get practical coaching tips that you can use today from the Coaching Association of Canada.

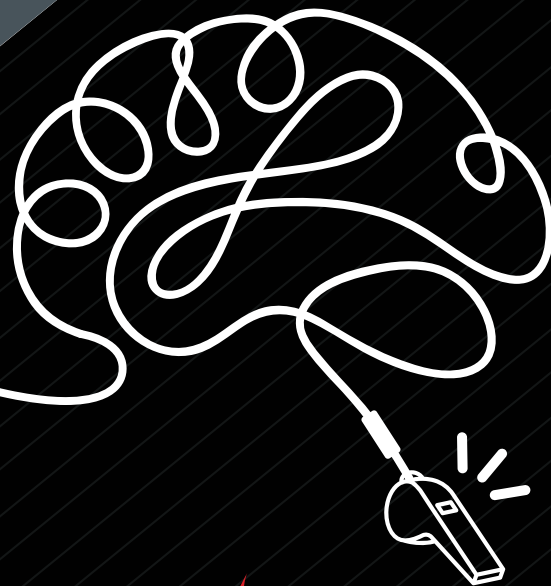
**My notes:**

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