

## Frequently Asked Questions

### **1. Will I still receive a certificate if I don't attend the optional sessions?**

- Yes, the 5 optional sessions are an opportunity to enrich your experience within the program. These are not a required portion of the program.

### **2. What about if I miss one of the Circle sessions?**

- Attendance at all sessions is encouraged, but it is not required to receive your certificate. Please email your fellow Circle members if you are unable to attend and be sure to review the material prior to the next session.

### **3. I have done a lot of learning in this area; how is this different?**

- A Circle of like-minded individuals who come together focused on transformation is a concrete way to effect change. In addition, the Circles are formed from individuals across the federal public service and allow for a unique networking opportunity.

### **4. Is it required to have cameras on during sessions?**

- It is not required to keep your camera on at all times during the Circle session, but we do encourage you to have it on while you are speaking.

### **5. Can I request that one of my coworkers be in my circle?**

- Open and honest communication flows more easily when a group does not contain colleagues, but we will take these requests into consideration when forming Circles. Also, if a colleague is one of your Circle members, that is one less new networking contact!

### **6. Will there be French only Circles offered?**

- Yes. We plan to have French only Circles.

### **7. Will there be extra time required for preparation time before meetings?**

- Your Circle experience will be enhanced if you take 20-30 minutes to review the content prior to the session. Additionally, the 'One Action' Circle activity will require some time outside of the session. The amount of time needed for this activity will depend upon the individual.

**8. Will the optional sessions be recorded so I can watch them when I have time?**

- Yes, the optional sessions will be recorded.

**9. How are circle group members chosen?**

- Circles are made as diverse as possible by choosing the members using criteria such as level of position, department, employment equity group and gender.

**10. If I am in a circle with a colleague or manager can I be moved if I request it**

- Yes. If you would like to be moved, please reach out to the Diversity and Inclusion positional mailbox to make the request. Please use the subject line: Urgent request: change to Circle required.

**11. What is the difference between Cohort #1 and Cohort #2?**

- Much of the difference will come from the 'people in the room' with some content changes, as well. A new Circle means new networking opportunities and 5 enrichment sessions have also been added.

**12. Who can participate?**

- The program is open to all federal public service employees (from students to executives).

**13. How often does the mentoring circle meet up?**

- Mentoring Circles meet on alternate weeks beginning the week of September 26th. Optional enrichment sessions take place in the non-Circle session weeks and will add to the topic discussed in the previous week's Circle.

**14. I'm not a public servant can I apply?**

- This program is only available to federal public servants.

**15. I want to join a circle. Will I get a mentor?**

- The program offers all participants an opportunity to mentor those in their group but does not contain a formal mentoring process. The optional enrichment sessions will provide further information about mentorship and sponsorship.

**16. Do I have to lead a circle?**

- While we encourage participants to be either a Circle leader or an assistant Circle leader, it is completely voluntary to do so.

**17. How many people are in each circle?**

- The optimal number of participants in each Circle is 8-10.

**18. When do meetings happen?**

- The time slots available for Circle sessions are mornings or afternoons on Tuesdays, Wednesdays and Thursdays.

**19. How long is each meeting?**

- Each session is 60-75 minutes in length. Each Circle will make a decision on length during the pre-meet in mid-September.

**20. I missed the deadline can I still apply?**

- Please write directly to the [Diversity and Inclusion positional mailbox](#) and we will endeavour to add you to a Circle.

**21. If I am changing departments/organizations within GC during the program, can I still participate?**

- Yes, you can, with your new supervisor's consent. Please make sure to notify your fellow Circle members and our office of the changes to your contact information.

**22. How do I get my certificate at the end?**

- Your certificate will be emailed to you upon your completion of the program evaluation form.