

# LIFTING AS

## YOU LEAD

MENTORING CIRCLES PROGRAM

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# DIRIGER EN

## ÉLEVANT LES AUTRES

PROGRAMME DES CERCLES DE MENTORAT

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## Frequently Asked Questions

### **Registration / Eligibility**

#### **Who can participate in LLMC?**

- The program is open to all members of the Federal Public Service (from students to executives).

#### **Is LLMC open to military members?**

- Yes, LLMC is open to all current members of the Canadian Armed Forces.

#### **I am not a member of the Federal Public Service. Can I apply?**

- This program is currently only available to those who are members of the Federal Public Service.

#### **I will be changing departments/organisations within the Federal Public Service during the program. Am I still able to 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.

#### **Is there a fee to participate in the LLMC program?**

- No, the program is free and open to all members of the Federal Public Service.

#### **I missed the deadline. Can I still apply?**

- The program application closes on July 31st to allow us to do all of the required work to create diverse circles and communicate with members of the LLMC Cohort #3 ahead of pre-program activities that begin in the week of September 11. Please watch for the application process to open in spring 2024 for LLMC Cohort #4 which will be delivered at approximately the same time next year.

## **Circle Time/Dates**

### **When do meetings happen?**

- The time slots available for Circle sessions are mornings or afternoons on Tuesdays, Wednesdays and Thursdays starting in the week of September 25th and ending in the week of November 27th.
  - 1) Week of September 25th: Sponsorship and Career Building
  - 2) Week of October 9th: Inclusive Leadership
  - 3) Week of October 23rd: Mastering the Art of Negotiation
  - 4) Week of November 6th: Diversity, Equity and Inclusion
  - 5) Week of November 20th: Navigating Your Career Through Change

**Note: The calendar dates mark the week of, not the actual date for Circle sessions.**

### **How will my Circle date and time be determined?**

- When completing the application, you are offered a chance to provide two preferred time periods or to indicate no preference for the day and time period for your Circle.
- We will assign each member to a Circle based upon the preference indicated on the application. During the “Meet Your Circle Members” session in the week of September 11th, each individual Circle group will determine the exact time for their 5 Circle sessions.

### **How long is each Circle session?**

- Each Circle session is intended to be 75 minutes long.

## **Circle Expectations**

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

- In your Circle, there will be opportunities to network and seek mentorship. However, LLMC does not contain a formal mentoring process.

### **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.

### **How many people are in each circle?**

- The number of participants in each Circle is between 6-10.

### **Is it encouraged to have cameras on during sessions?**

- LLMC aims to recreate the in-person networking experience. The program is delivered virtually to allow all Federal Public Service members from around the world to participate. Therefore, having your camera on is an important part of creating that experience.

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

- LLMC is a unique opportunity to expand your network across the Federal Public Service. Our program office carefully curates and assigns individuals to smaller groups based on a number of factors to make the Circles as diverse as possible.

### **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, equity group and gender.

### **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.

### **Will French-only Circles be available?**

- Circles will be available in both official languages. In the application process, we ask you to select if you'd like your Circle to be in English or French.

## **Masterclasses**

### **What are the dates and times for the Masterclasses?**

- Masterclass #1: Sponsorship Matters - Why Everyone Needs a Sponsor and Mentor - October 4th
- Masterclass #2: Inclusive Leadership at all Levels - October 18
- Masterclass #3: Negotiation - Tactics to Achieve Win-Win Outcomes - October 30
- Masterclass #4: Taking Action in DEI in the Workplace - A Non-Performative Approach - November 15
- Masterclass #5: The Power of Inclusive Leadership - Mental Health Wellness Through Storytelling - November 29
- **All masterclasses are scheduled at 1:00 pm to 2:00 pm Eastern Time**

### **How long are Masterclasses?**

- The Masterclasses are scheduled for 60 minutes.

### **Will the Masterclasses be recorded?**

- Yes, the LLMC Masterclasses will be recorded and the links made available on the program's Wiki Page.

### **Program Time Commitment**

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

- Attendance at all sessions is strongly encouraged, but you can be eligible to receive your certificate if you are unable to attend all of them. Based upon our experiences during the first two cohorts, we know that both yours and your fellow Circle members' experience is impacted by the active participation by all members. Please email your fellow Circle members if you are unable to attend and be sure to review the material and do any of the required work from the missed session prior to the next session.

#### **Will there be extra time needed 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 and the evaluation forms will require some time outside of the session. The amount of time needed for the evaluation forms will be approximately 5-7 minutes.

### **Certificate**

#### **How do I get my certificate?**

- Your certificate will be emailed to you following your completion of the program evaluation form. We will be sending the certificates out in late December or early January.

#### **Will I still receive a certificate if I don't attend the Masterclasses?**

- Yes, while the LLMC Masterclasses are a key component of the program which will help you advance your career, they are optional.

## **Why should I apply to participate in LLMC?**

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

- A Circle of engaged individuals who come together focused on inclusive leadership 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. With the addition of masterclasses and weekly office hours featuring members of senior management, there are a number of different ways in which you can learn and grow your network through active participation in this program.

### **What is the difference between Cohort #2 and Cohort #3?**

- Much of the difference will come from the 'people in the room'. This factor alone will provide for different conversations and learning experiences. A new Circle also means new networking opportunities. In addition, with this cohort, we are leveling up both the curriculum and the optional sessions by turning them into masterclasses with more strategic information to be shared by knowledgeable speakers.