



LLMC CIRCLES DISCUSSION GUIDE
CONFIDENCE AND CAREER
BUILDING





MENTORING CIRCLES PROGRAM

CONNECT • ELEVATE • INSPIRE



PROGRAMME DES CERCLES DE MENTORAT

CONNECTER • ÉLEVER • INSPIRER

Agenda

Confidence and Career Building

1. Check-In: Warm up and get going (10 minutes)

Before we begin this session, we want to acknowledge that some of the discussions during the Circle or the content shared may bring forward past trauma or uncomfortable feelings; please seek professional help if this is the case. Remember, support is available for you and your family when you need it. See the support section of this Discussion Guide for contact information.

Overview

We have all heard the phrase “it’s not what you know, but who you know.” We know for sure that making a connection with the right person can make a huge difference.

Today we are going to talk about mentorship, sponsorship and how to find the person who can help you get ahead at work. This is the perfect topic to kick off our Lifting as you Lead Mentoring Circles (LLMC) program given that this space was created for us to network together, improve leadership skills, and explore career development opportunities.

Let’s get started!

Step 1: Icebreaker: Sharing Your Layers (10 minutes)

Each member will have a turn to present their layers, discussing the interests, background, and activities that make them who they are.
(1 minute per member)

Example on page 4 of Discussion Guide.

2. Educational activity: Lean in, get inspired, and add to your toolkit (25 minutes)

Video: How to Find the Person Who Can Help You Get Ahead at Work

Watch the video [How to Find the Person Who Can Help You Get Ahead at Work](#)
(13 minutes)

Group discussion: How to Find the Person Who Can Help You Get Ahead at Work

Each member shares their answer to the following question:
(1 minute per member)

- What do you think about the sponsorship concept? Have you ever had a sponsor? Have you ever been a sponsor?

3. Group activity: Share your story, learn from others, and make new connections (30 minutes)

Group discussion: Explore your career path

Each member shares their answer to the following question:
(3 minute per member)

- Think of a time when you had a career change, promotion, or lateral move. What helped you reach your goal?

4. One Action: Apply yourself, pledge to grow, and inspire others (10 minutes)

Group discussion: Apply what you have learned

Each member declares their One Action commitment for this week.
(1 minute per member)

Examples on page 9 of Discussion Guide.

5. Wrap-Up: What's next and a few final words (5 minutes)

- Thank you everyone for your active participation in this week's topic – Confidence and Career Building.
- We now have some new thoughts on mentorship and sponsorship. We hope you enjoyed the session!
- To recap today's Circle, please review this Guide to help you reflect on this Circle session and think of your One Action for developing your career roadmap.
- You are all invited to take part in our optional bi-weekly enrichment sessions that are intended to offer all Circle members some practical knowledge based upon the topic of the previous week's session. You will receive an email with the invitation later this week.
- The next Circle session will be focussed on Leadership. We will learn about the characteristics of good leaders and how that can help us as we move forward in our careers. Please review the Discussion Guide and watch the leadership video prior to the 2nd Circle session.
- If Circle leaders and an assistant Circle leaders were chosen at the pre-Circle check-in: At our pre-Circle check-in, a Circle leader and Assistant Circle Leader were identified for our 2nd Circle session. Thank you! If a Circle leader and an assistant Circle leader were not chosen at the pre-Circle check-in: Who would like to volunteer to be our next Circle leader and assistant Circle leader?
- You will receive a short survey to complete after this week's session, please share your comments to help us improve the 3rd LLMC cohort planned for 2023.
- To allow time for you to ask any questions you may have, the Diversity and Inclusion Office team will host a 30-minute session each Friday from 12:00 pm to 12:30 pm @ET. Please feel free to drop by using the following [Link](#).
- Thank you everyone! Be well, take care and see you next week.

Icebreaker – Sharing Your Layers

Discuss the interests, background, and activities that make you who you are.

Example:

Samantha Moonsammy's Layers

I am the L1 Section Head Advisor for Diversity and Inclusion for the Materiel Group founded at National Defence Headquarters in Ottawa, Canada. I have spent over 15 years in the public service working in numerous communications, outreach, and engagement initiatives that focus on the people-side of business.

But I am much more than that. My layers include being a woman, mother, partner, daughter, sister, community builder, and immigrant. As an Indo-Caribbean Canadian, I was born in Guyana, South America and immigrated to Canada as a toddler. From a young age, dating back to elementary school, I have been a leader in diversity, inclusion, and equity, always helping to amplify the voice of others and create sustainable change in organisations to build deeper respect and understanding for all humans. I currently live in the Ottawa area and have spent some time living in Toronto and Barbados during my Master's degree in Communications and Culture. I'm a passionate world traveller who has worked and studied in India, China, France, and the Caribbean. My daily mantra: Be the change you wish to see in the world.

My Layers

List of Circle Members

1. Circle Assistant Leader name: _____

- Department: _____
- Position: _____
- Three things that help me remember this person
 - _____
 - _____
 - _____

2. Assistant Circle Leader name: _____

- Department: _____
- Position: _____
- Three things that help me remember this person
 - _____
 - _____
 - _____

3. Name: _____

- Department: _____
- Position: _____
- Three things that help me remember this person
 - _____
 - _____
 - _____

4. Name: _____

- Department: _____
- Position: _____
- Three things that help me remember this person

■ _____

■ _____

■ _____

5. Name: _____

6.

- Department: _____
- Position: _____
- Three things that help me remember this person

■ _____

■ _____

■ _____

7. Name: _____

- Department: _____
- Position: _____
- Three things that help me remember this person

■ _____

■ _____

■ _____

8. Name: _____

- Department: _____
- Position: _____
- Three things that help me remember this person

■ _____

■ _____

■ _____

9. Name: _____

- Department: _____
- Position: _____
- Three things that help me remember this person

■ _____

■ _____

■ _____

10. Name: _____

- Department: _____
- Position: _____
- Three things that help me remember this person

■ _____

■ _____

■ _____

11. Name: _____
- Department: _____
 - Position: _____
 - Three things that help me remember this person
 - _____
 - _____
 - _____

Video – How to Find the Person Who Can Help You Get Ahead at Work

[How to Find the Person Who Can Help You Get Ahead at Work](#)

Key Video Messages

In this video you will learn how the workplace is unfortunately not always a meritocracy, it cannot be when there is a human element involved. Having someone who can advocate for you, a champion or a sponsor, is often necessary in order to progress down your career path. How do you find a sponsor? One method is to attract a sponsor through excellent work performance, however, this is not always a successful approach. Sometimes it is necessary to ask for a sponsor, approach a sponsor and build a relationship. What does a sponsor look like? A good sponsor will have a seat at the decision-making table, power to have their voice be heard, and they must know your work to credibly present your case.

How to ask for a sponsor? Approach the potential sponsor and explain your career goals and the work you have put in to get there, ask the potential sponsor to be your champion. The video provides the following script example of asking for a sponsor: “Jim, I’m really interested in getting promoted this year. I’ve had an amazing year and I cannot show this organisation anything else to prove my worthiness or my readiness for this promotion, but I am aware that somebody has to be behind closed doors arguing on my behalf and pounding the table. You know me, you know my work and you are aware of the client feedback, and I hope that you will feel comfortable arguing on my behalf.”

How do I know if I can be a sponsor? You are a sponsor if you have a seat at the decision-making table. If you are a sponsor, use your voice to champion the cause of another who is deserving. “The way to grow your power is to give it away.”

One Action

“One Action” – one concrete thing that you are going to do before your next Circle meeting.

Examples:

To Progress in My Personal Life/Career, I Will:

1. Apply to a new job opportunity
2. Build a relationship with a potential sponsor. Ask a senior employee to be your sponsor.
3. Identify my career goals and the roadmap that I plan to use to get there. One Action

Use the key video messages, the Discussion Guide resources, and the experiences of your fellow Circle members to prepare your One Action.

Write down your One Action commitment, get ready to report about it Circle #2 :

Reflection Question

Write down 3 insights/key takeaways learned from the session

1. _____
2. _____
3. _____

Resources

Books:

1. Betting on You by Laurie Ruettimann
2. De quelle couleur est votre parachute? Par Richard Bolles et al.
3. How to Get Promoted by Anthony S. Park
4. The Start-Up of You // Managez votre carrière comme une start-up by/par Ben Casnocha, Reid Hoffman
5. Power Moves by Lauren McGoodwin

Videos:

1. [The Best Career Path isn't Always a Straight Line](#)
2. [Comment changer d'activité professionnelle en 5 étapes ?](#)
3. [The Little Risks You Can Take to Increase Your Luck](#)
4. [Why Some of us Don't Have One True Calling](#)
5. [How to Speak up for Yourself](#)

Articles:

1. [If You Want To Get Ahead In Your Career: Don't Get Lucky, Get a Champion](#)
2. [Pourquoi et comment faire un plan de carrière?](#)
3. [Why You Should Build a “Career Portfolio” \(Not a “Career Path”\)](#)
4. [La démarche pour exposer que vous êtes mûr pour une promotion | Randstad Canada](#)
5. [Choosing Your Career Path: How to Plan & Pivot Your Way to a Dream Career](#)
6. [Using a Positive Mental Attitude to Excel in Your Career.](#)
(For all Lifespeak resources, you will be required to input an access ID:input canada, then scroll down, accept terms and conditions and then choose your GoC department to access the site.)

Websites:

1. [Learn the Practical Skills you Need to Excel in Your Career](#)
2. [Government of Canada Jobs](#)
3. [Career Marketplace](#)
4. [Applying for Government of Canada Jobs](#)
5. [Career Development in the Public Service](#)
6. [Managing Your Career](#)
7. [Aboriginal Leadership Development Initiative](#)

Support

Employee Assistance Program (EAP)

An EAP provides free short-term counselling for personal or work-related problems as well as crisis counselling.

Toll-free: 1-800-268-7708

TTY (for people with hearing impairments): 1-800-567-5803

[Employee Assistance Program - Canada.ca](https://www24.hk.ca/EmployeeAssistanceProgram)

The Canada Suicide Prevention Service

Talk Suicide Canada provides nationwide, 24-hour, bilingual support to anyone who is facing suicide.

Toll-free: 1-833-456-4566.

[Canada Suicide Prevention Service](https://talksuicide.ca)

Wellness Together Canada

Mental Health and Substance Abuse Support.

Toll free 1-866-585-0445

[Wellness Together Canada](https://www.wellnesstogether.ca)

Hope for Wellness Helpline

24/7 access to Indigenous Counsellors

Available in French and English and, upon request, Ojibway, Cree and Inuktituk.

1-800 #1-855-242-3310

Chat line via: [Hope for Wellness Helpline](https://www.hopewellness.ca)