



MATERIEL GROUP'S DIVERSITY & INCLUSION TEAM

LIFTING AS

YOU LEAD

MENTORING CIRCLES PROGRAM

**CIRCLE LEADER
TRAINING**

Today's Agenda

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- Schedule and curriculum themes
- Benefits, vision and mission
- Toolbox, timeframe and size
- Ground rules and values
- Member and leader expectations
- Activities and agenda
- Technology, wrap up and scenarios
- Zero tolerance policy
- Q&A / Simulation
- Questions



Who is a Circle member?

- Open to all Government of Canada employees
- Over 300 members
- Students to executives and everyone in between





LLMC Schedule

- Five Circle meetings over a five-week period
- Specific dates and times determined by each circle
- Recommendation: for time zone differences - host Circle sessions after 11am EST





Curriculum Themes

- Confidence & Career Building
 - week of November 15, 2021
- Anti-Racism, Diversity and Inclusion
 - week of November 22, 2021
- Leadership Essentials
 - week of November 29, 2021
- Negotiation
 - week of December 6, 2021
- Navigating Work and Life during a Pandemic
 - week of December 13, 2021



Why participate?

- Develop leaders at all levels
- Foster a deeper sense of community and belonging
- Make new connections with people who share common interests and learning objectives





Vision

- We are committed to taking major, measurable actions towards a welcoming, safe, secure, and inclusive workplace.
- We are grounded in the 2020/2021 Deputy Minister's Commitments on Diversity and Inclusion and strive to build on the Clerk's Call to Action to address anti-racism, equity, and inclusion in the Federal Public Service.



Mission

- Equip members with a toolbox of new skills and ideas
- Connect you with people across the public service
- Surround you with people who will lift you higher





Why a Circle?

- Development is enriched in a like-minded community
- A safe space to share your struggles, listen, advise and celebrate one another
- We ask that you fully participate and uphold the circle ground rules and values





■ **CIRCLE TOOLBOX**

- Surveys
- Script
- Agenda
- Workbook
- Office hours
- Email

■ **CIRCLE TIMEFRAME**

- 60-90 minutes
- For maximum collaboration and clear expectations

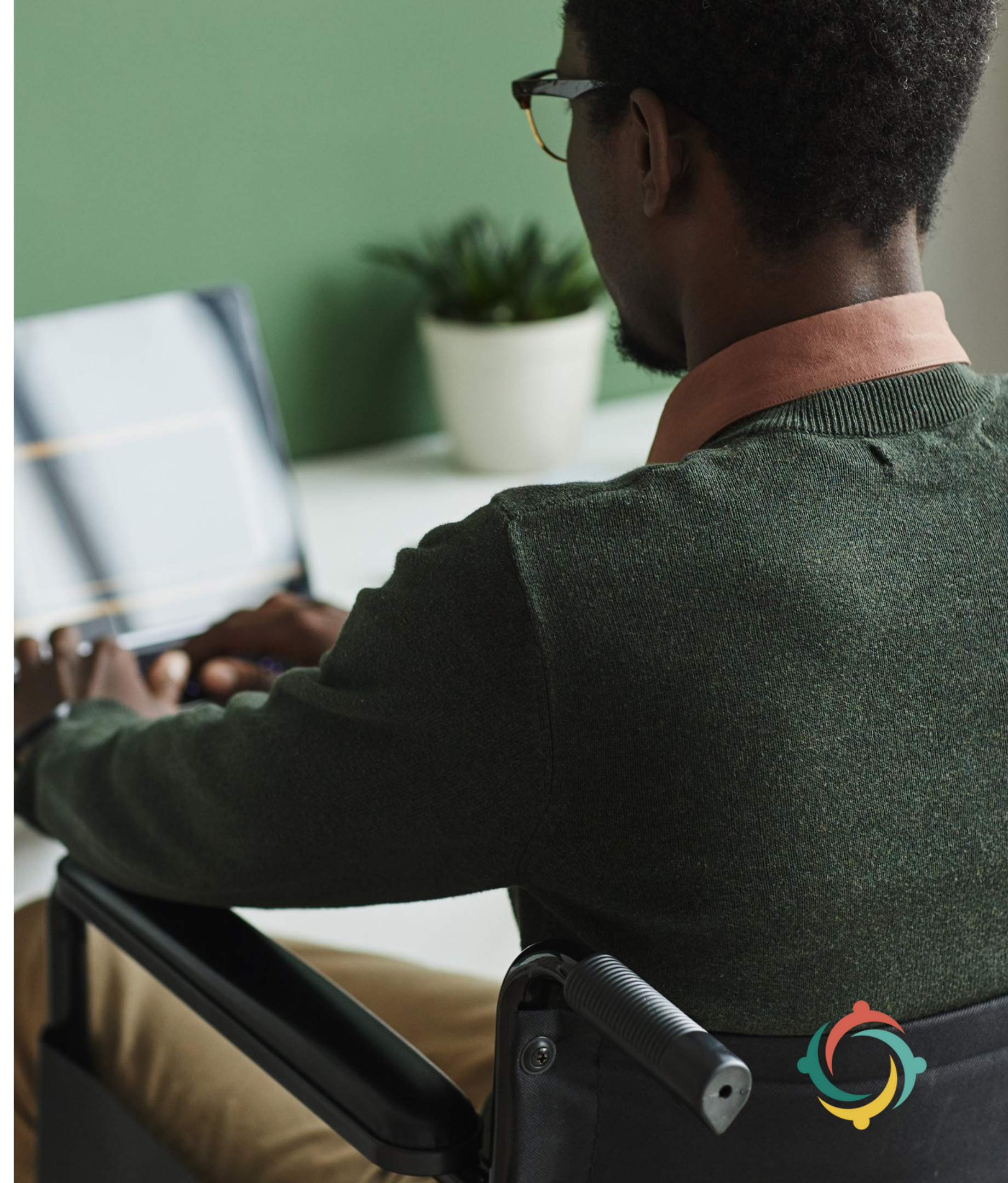
■ **CIRCLE SIZE**

- optimal number is 6-10 members per Circle



Circle Ground Rules

- **Confidentiality:** Trust is critical
- **Communication:** Be candid and honest - listen with empathy
- **Commitment:** Be fully present and attend all five weeks - no multitasking





Circle Values

- **Equality:** Everyone is an equal member
- **Substance:** Share what's important
- **Openness:** Listen and avoid judgements
- **Respect:** Treat others as they would like to be treated





Circle Member Expectations

1. Follow ground rules and values
2. Be committed
3. Be respectful
4. Be camera ready
5. MS Teams account avatar
6. Have a stable Wi-Fi connection
7. Microphone etiquette
8. Complete home assignments
9. Actively participate
10. Connect and have fun

Circle Leader Expectations

1. Bring positive energy
2. Keep track of time
3. Reinforce rules and expectations
4. Attend pre-session meetings
5. Speed of speech
6. Build Rapport
7. Handle logistics
8. Touch Points with Circle members





Icebreaker

- Every Circle session starts with an icebreaker
- See discussion guides for examples

One Action

- "How will I commit to improving?"
- One concrete thing you're going to do before your next Circle meeting



Recommended Circle Agenda

#	Section	Time	
		Per member	Total
1	Opening remarks	-	1-2 min.
2	Ice-breaker, connection cards, sharing layers	1-2 min.	10-20 min.
3 a	Educational Activity	-	7-15 min.
3 b	Discussion	1-2 min.	15 min.
4	Group Activity		20 min.
5	One Action (take home assignment)	1 min.	10 min.
6	Closing (upcoming session update, questions)	-	5-10 min.





Circle Technology

- Microsoft Teams
- Videos and Jamboards
- Avoid delays and buffering
 - Download the video from Google Drive
 - Practice playing videos and opening Jamboards before each session.



Circle Session Wrap Up

1. One Action
2. Housekeeping
3. Recap
4. Select next leader
5. Show gratitude





What to do when...

- Nobody Shows up
- Only A Few Attend
- The Group Doesn't Want to Talk
- You Are Short of Time



Zero Tolerance Criteria

We value and champion equality, substance, openness and respect. Discriminatory feedback, consistent negative energy and insulting comments could result in blocked access to the rest of the meetings and other program sessions in the future. Inform the group as a whole that this type of behaviour will not be tolerated and can result in expulsion from the circle and subsequent sessions.



There's power in people coming together

Thank you for participating in the Lifting as you Lead Mentoring Circle Program.

Thank you for committing to take significant and measurable actions so that employees with diverse backgrounds and abilities are able to access opportunities, feel accepted and valued for their differences, and can thrive in a welcoming, safe, secure, and inclusive workplace.

For more information, contact the Materiel Group's Diversity & Inclusion Office at National Defence:
DiversityandInclusion-Diversiteetinclusion@forces.gc.ca



Surround yourself with people who lift you higher

Thank you to all of our collaborators who helped in the creation of this initiative:

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OPEN TO ALL GOVERNMENT OF CANADA EMPLOYEES