



**LLMC WELCOME GUIDE**  
**MEET YOUR CIRCLE**





# FOUNDER'S MESSAGE TO LLMC PARTICIPANTS



**Troy Crosby**  
Assistant Deputy Minister,  
Materiel, National Defence

“Thank you” doesn’t feel like enough to describe how happy we are, for you to have made the commitment to join the Lifting As You Lead Mentoring Circles program 3rd edition, organized by the Diversity and Inclusion Office, Materiel Group, National Defence, and open to all Federal Public Service members.

What began as a simple idea from our consultations has grown into a thriving network, addressing the desire for meaningful networking and professional growth.

## **There’s Power in People Coming Together**

You're now part of a diverse network of inclusive-minded leaders, assigned to a circle—a small, trusted group for goal achievement in a safe space. This circle will facilitate learning from others' experiences and diverse perspectives, expanding your knowledge and tactical skills.

LLMC offers a unique opportunity for sponsorship, especially for deserving equity groups. Sponsorship is an intentional relationship where influential individuals advocate for career advancement and barrier removal.

By actively engaging with your circle, sharing experiences, and fostering connections, you'll unlock personal and professional growth opportunities. This knowledge empowers you to advance in your career.



**Samantha Moonsammy,**  
Diversity and Inclusion,  
Materiel, National Defence



# FOUNDER'S MESSAGE TO LLMC PARTICIPANTS

## **The Time to Act is Now!**

Thank you for answering the call to action, committing to creating a psychologically safer workplace for all, especially those from deserving equity groups.

We hope you will feel a real and fundamental shift throughout the program. And together we will celebrate all the hard work you put into this experience. Thank you for showing up for yourself, your family, your organization and the community you're called to serve.

Going forward, take advantage of all the networking that will take place, meet new LLMC members in GCmessage and on LinkedIn. Lean into the Masterclasses.

Choose to stay consistent with that next level version of you. We are rooting for you.

In collaboration,

**Troy Crosby**  
Assistant Deputy Minister,  
Materiel, National Defence

**Samantha Moonsammy**  
Diversity and Inclusion Section Head,  
Materiel, National Defence



# PROGRAM DESCRIPTION

The LLMC program is an initiative grounded in the **2020/2021 Deputy Minister Commitments** on Diversity and Inclusion and strives to build on the Clerk's Call to Action to better support leadership development towards addressing anti-racism, equity, and inclusion in the federal public service. Through this lens, the LLMC program provides you with an innovative space and opportunity to actively partake in making your workplace inclusive.



This ten-week program, consisting of five Circle sessions and five optional Masterclasses, provides a platform for members to network with colleagues and leadership across the federal public service while developing interpersonal skills, learning about key leadership and cultural competencies, and finding career building opportunities.

By actively engaging with your Circle members, sharing your story, knowledge, and questions, and fostering connections within the broader LLMC network, you will unlock opportunities for personal and professional growth. The knowledge you acquire through these interactions will empower you to advance in your career.

LLMC is a call to action for you to become a change-maker through sharing what you learned with those in your organisation and by integrating it into your daily actions. By applying for this program, you are committing to use what you learn to create a psychologically safer workplace for everyone, especially those from deserving equity groups.





## CURRICULUM THEMES

- **Sponsorship & Career Building**
  - week of September 25, 2023
- **Inclusive Leadership**
  - week of October 9, 2023
- **Mastering the Art of Negotiation**
  - week of October 23, 2023
- **Diversity, Equity, and Inclusion - A Non-Performative Approach**
  - week of November 6, 2023
- **Navigating your Career Through Change**
  - week of November 20, 2023

# Masterclasses

The Lifting as you Lead Mentoring Circles program



**LIFTING AS  
YOU LEAD**  
MENTORING CIRCLES PROGRAM  
CONNECT • ELEVATE • INSPIRE



**01**

**Sponsorship: Why Everyone needs a mentor and a sponsor**

Speaker: Gérard Étienne

**October 4**

1pm - 2:30pm  
Eastern Time



**02**

**Inclusive Leadership**

Speaker: Jan Campbell

**October 18**

1pm - 2:30pm  
Eastern Time



**03**

**Mastering the Art of Negotiation**

Speaker: Charles Achampong

**October 30**

1pm - 2:30pm  
Eastern Time



**04**

**Black in the Matrix - Diversity, Equity and Inclusion**

Speaker: Richard Sharpe

**November 15**

1pm - 2:30pm  
Eastern Time



**05**

**Emotional Odyssey: Unraveling the Mystery of Change and Navigating the Emotional Journey**

Speaker: Dale Allen

**November 29**

1pm - 2:30pm  
Eastern Time



## **Circle toolbox**

- Discussion Guides
- Networking Best Practices
- Weekly Office Hours
- Written Component
- Emails

## **Circle timeframe**

- 75 minutes
- For maximum collaboration and clear expectations

## **Circle size**

- Optimal Circle number is 6-10 members

# CIRCLE GROUND RULES & VALUES



## 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



## 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.





# Agenda

## Meet Your Circle Members

*Message from the Lifting as you Lead Mentoring Circles program team: Wanted – Someone to raise their hand to be the Circle Leader for this informal introductory session.*

### 1. Welcome

(1 minute) 

Welcome to the Lifting as you Lead Mentoring Circles (LLMC) program! This guide is meant to provide guidance on the first steps you will take as a circle. The Diversity and Inclusion Office, Materiel Group is hoping that this session gives everyone an opportunity to introduce themselves, determine the time for your Circle sessions, and volunteer to be a circle leader or assistant circle leader for any of the five Circle sessions.



### 2. Icebreaker - Sharing Your Layers Bingo

(10 minutes) 

**Instructions:** Each member is asked to share one “layer” or “square” from the Bingo Card below within your time. Use this creative activity to share your unique story. (1 minute per member)

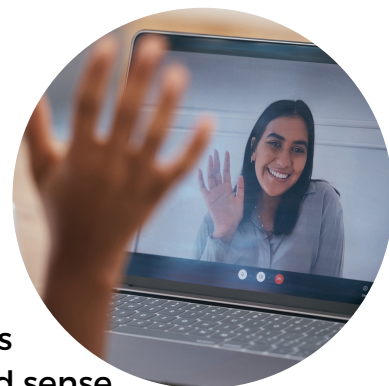


I am over 49 years of age	I do volunteer work	I belong to an Employment Equity group	I speak a language other than English or French	I am under 30 years of age
I have military experience	I am the first generation of a family who immigrated to Canada	I live/have lived on an island	I attended post-secondary education	I am left handed
I have grey hair	I have lived in another country	<b>Free Space: choose your own layer to share</b>	I immigrated to Canada	I am an Indigenous person in Canada
I live/have lived in a Territory	I have a daily ritual in my life	I am a manager	I have difficulty hearing	I did not attend post-secondary education
I am religious or spiritual	I know American Sign Language (ASL)	I wear glasses or contact lenses	I identify as part of the LGBTQ2+ community	I am a single parent



### 3. Sharing Your “Why” (10 minutes) 🕒

Reflecting upon our motivations for partaking in these activities is an important step for cultivating connectivity within our designated circles. In the spirit of fostering dialogue, we are encouraged to share our WHY with this circle and to explore our aspirations regarding the invaluable insights these guides offer. This next activity aims to foster understanding, connection, and a shared sense of purpose as we explore the significance of our individual and collective endeavours within the LLMC community.



**Instructions:** Each circle member will take 1 minute to share their response to either one of the following questions:

1. Why have you joined LLMC?
2. How do you hope LLMC will add to your knowledge and expand your leadership toolkit?

## 4. Circle Preparation

Each Circle is responsible for:

- Choosing Circle Leaders and Assistant Circle Leaders
- Scheduling all 5 Circle sessions
- Active engagement in all Circle activities
- Reviewing each Discussion Guide and video (when applicable) ahead of the Circle session
- Completion of all after Circle activities including feedback forms

### 4.1 Circle Leader and Assistant Circle Leader Selection (5 minutes) 🕒

An integral part of our upcoming circle sessions are the circle leaders and assistant circle leaders. Volunteering for these responsibilities goes beyond participation; it's a commitment to shaping the journey and cultivating leadership. Each circle session calls for different members to undertake the responsibilities of leadership. For this next stage of this Meet Your Circle Members session, we ask you to step into a leadership role by volunteering to be a circle leader or assistant circle leader for one of the five circle sessions.



To help you choose a role, here are the responsibilities for the positions of circle leader and assistant circle leader during the program.

### Circle Leader

- Bring positive energy
- Reinforce rules and expectations
- Be aware of your speed of speech
- Build rapport within the Circle
- Handle logistics of the session
- Touch point with Circle members

### Assistant Circle Leader

- Keep track of time
- Provide technical support
- Attend pre-session meetings

## 4.2 Schedule Your Circle Sessions

### (5 minutes)

Each Circle has been formed based upon several factors including the preferred session time block indicated on our application forms. This is the time to choose a 75-minute period within that time block that works for this circle group.

**Instructions:** Confirm that all Circle members are available for the time block indicated in the email sent by the LLMC Program team and work together to determine the best time for all members.

Ask a member of the circle to **schedule all 5 Circle sessions for the chosen 75-minute Circle session time** and send the invitations out to the other Circle members on the list (including those not present at the session).





## 5. Wrap-up: What's next and a few final words (4 minutes)

Thank you everyone for your active participation in this Meet Your Circle Members session. Having shared some of our layers and our “why” for joining the program, the hope is that we all feel ready to learn and grow as we begin our LLMC journey.



- **Launch:** The 2023 LLMC program will officially begin with the program launch taking place on Tuesday, September 19th at 1:00 pm! Check your email or calendar for more information about this session.
- **Circle One:** The next circle session will be focused on Sponsorship and Career Building. We will define sponsorship, explore its significance within an inclusive framework, and understand how to best position ourselves to secure sponsors. Please review Discussion Guide #1 and watch the Sponsorship video contained within the discussion guide prior to the first circle session.
- **Masterclass:** Our first Masterclass takes place on Wednesday, October 4, 2023, at 1:00 pm Eastern Time. This 90-minute Masterclass is a hands-on coaching class on sponsorship and career building. Invitations to all 5 Masterclasses have been sent to you prior to the start of this LLMC cohort. Please see your calendar for details.
- **Circle Leader and Assistant Circle Leader Selection:** Do we have our circle leader and assistant circle leader for our first circle session? If leaders for the first circle session were not chosen, ask for volunteers for both positions.
- **Office Hours:** Join us every Friday for LLMC office hours between 1:00–2:00pm Eastern Time. This 60-minute session is facilitated by the LLMC Program Team at Materiel Group’s Diversity and Inclusion Office (DIO). This session is an opportunity to ask questions, engage the LLMC team, and learn more about DIO initiatives.  
[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MDc0Yml4OTgtMDZiMS00OGUzLTg5ZjctNTcwYWFmZDk2MwVh%40thread.v2/0?context=%7b%22Tid%22%3a%22325b4494-1587-40d5-bb31-8b660b7f1038%22%2c%22Oid%22%3a%22c2d093df-2beb-4796-b59e-3fe19605c039%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MDc0Yml4OTgtMDZiMS00OGUzLTg5ZjctNTcwYWFmZDk2MwVh%40thread.v2/0?context=%7b%22Tid%22%3a%22325b4494-1587-40d5-bb31-8b660b7f1038%22%2c%22Oid%22%3a%22c2d093df-2beb-4796-b59e-3fe19605c039%22%7d)

Thank you, everyone! Be well, take care and see you at the program launch on Tuesday, September 19th, 1:00–2:30pm.



## List of Circle Members

#	Name	Department/Position	I remember this member because of... (list 3 characteristics)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			



## Support

### Employee Assistance Program (EAP)

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

<https://www.canada.ca/en/government/publicservice/wellness-inclusion-diversity-public-service/employee-assistance-program.html#E>



### Hope for Wellness Helpline

24/7 access to Indigenous Counsellors

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

1-855-242-3310 Chat line via: <https://www.hopeforwellness.ca/>

### Member and Family Assistance services (Canadian Armed Forces)

The Member and Family Assistance services is a 24 hour, 7 days a week bilingual telephone and face to face counselling service that is voluntary, confidential, and available to Canadian Armed Forces (CAF) members and their families who have personal concerns that affect their well-being and/or work performance.

<https://www.canada.ca/en/department-national-defence/services/benefits-military/health-support/member-family-assistance-services.html>

### Sexual Misconduct Support and Resource Centre (National Defence)

The Sexual Misconduct Support and Resource Centre (SMSRC) was created by the Department of National Defence but is independent from the CAF chain of command and is not required to report incidents of sexual misconduct to the CAF. Support services for CAF members, National Defence public service employees, Cadets and Junior Canadian Rangers affected by sexual misconduct and their families, aged 16 and older. Guidance and support for leaders and management on addressing sexual misconduct.

<https://www.canada.ca/en/department-national-defence/services/benefits-military/health-support/sexual-misconduct-response.html>



## Support

### **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.

<https://www.crisisservicescanada.ca/en/>



### **Wellness Together Canada**

Mental Health and Substance Abuse Support.

Toll free 1-866-585-0445

<https://wellnesstogether.ca>

**The Lifting as you Lead Mentoring Circles Discussion Guide was created by the Diversity and Inclusion Office, Materiel Group, National Defence.**

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 [https://wiki.gccollab.ca/Diversity\\_and\\_Inclusion\\_Office](https://wiki.gccollab.ca/Diversity_and_Inclusion_Office)