



MATERIEL GROUP'S DIVERSITY & INCLUSION OFFICE

LIFTING AS

YOU LEAD

MENTORING CIRCLES PROGRAM

CONNECT • **ELEVATE** • **INSPIRE**

**CIRCLE LEADER
TRAINING**

Today's Agenda

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PROGRAMME DES CERCLES DE MENTORAT

CONNECTER • ÉLEVER • INSPIRER

- Schedule and curriculum themes
- Why Participate? Connect, Elevate and Inspire
- Toolbox, timeframe and size
- Ground rules and values
- Member, leader and assistant leader expectations
- Activities and agenda
- Technology, wrap up and scenarios
- Zero tolerance policy



Who is a Circle member?

- Open to all Government of Canada employees
- Over 750 members for the current cohort with more than 900 program alumni
- Students to executives and everyone in between





LLMC Schedule

- Five Circle meetings and five Masterclasses over a ten-week period
- Specific dates and times determined by each circle





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 Change
 - week of November 20, 2023





Masterclass Schedule

- **Sponsorship Matters - Why Everyone Needs a Sponsor and Mentor**
 - October 4, 2023
- **Inclusive Leadership at all Levels**
 - October 18, 2023
- **Negotiation - Tactics to Achieve Win-Win Outcomes**
 - November 1, 2023
- **Black in the Matrix**
 - November 15, 2023
- **Emotional Odyssey: Unravelling the Mystery of Change and Navigating the Emotional Journey**
 - November 29, 2023





Connect

- Engage with colleagues and senior management across the Federal Public Service.
- Develop essential mentoring and sponsorship skills.
- Improve communication and public speaking skills.
- Develop inclusive leadership skills.



Elevate

- Achieve personal and professional growth through thoughtful discussion topics.
- Build meaningful relationships with diverse participants.
- Fast-track your career with new resources.
- Expand your Federal Public Service network.



Inspire

- Foster a psychologically safer environment that improves workplace experiences.
- Create brave spaces that cultivate a deeper sense of belonging for everyone.
- Share the benefits of a diverse, equitable and inclusive workplace.
- Participate in mentorship and sponsorship opportunities.



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**

- Discussion Guides
- Networking Best Practices
- Feedback Forms
- Weekly Office Hours
- Program Feedback
- Emails

■ **CIRCLE TIMEFRAME**

- 75 minutes
- For maximum collaboration and clear expectations

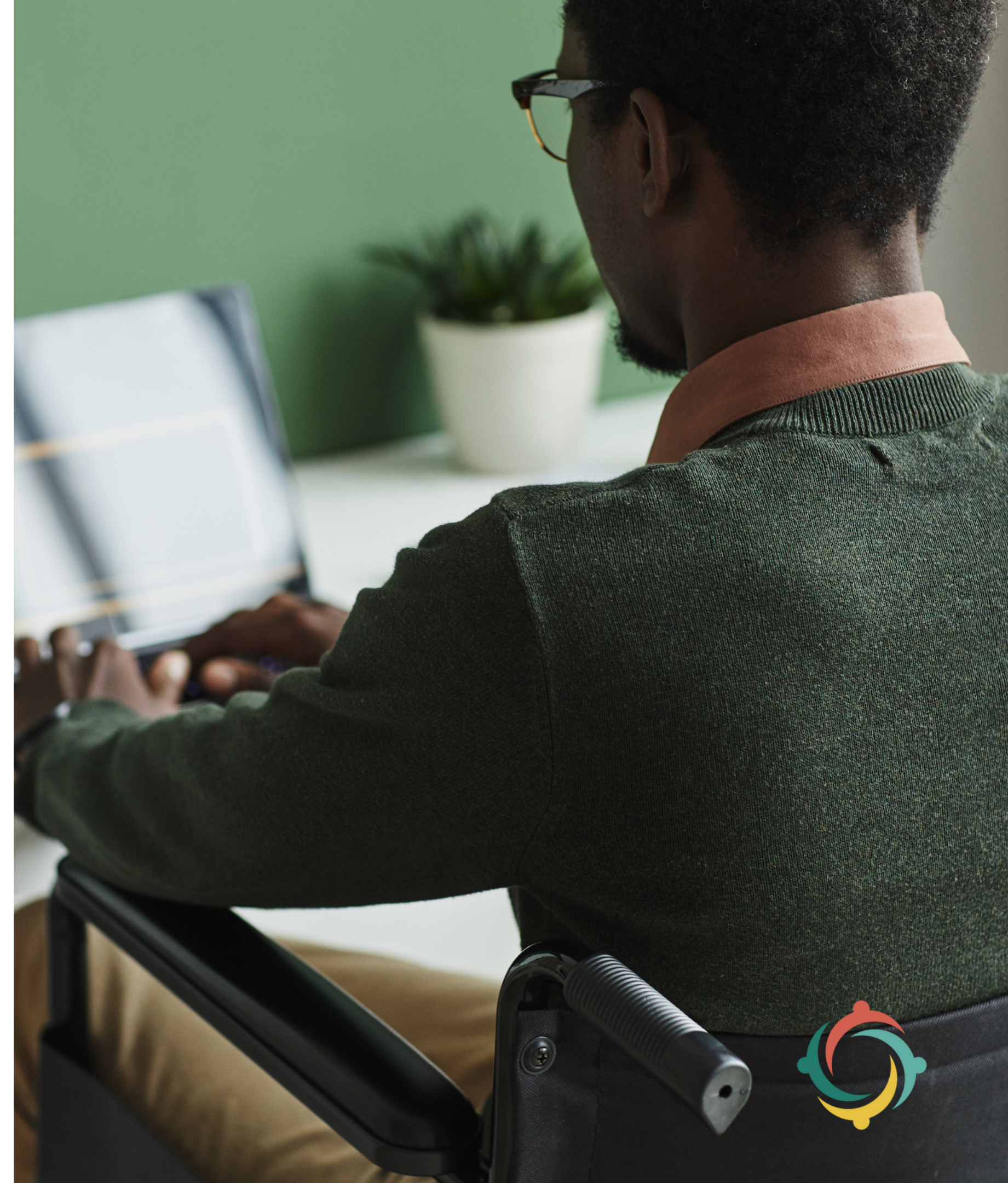
■ **CIRCLE SIZE**

- Optimal Circle number is 6-10 members



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. Reinforce rules and expectations
3. Speed of speech
4. Build Rapport
5. Handle logistics
6. Touch Points with Circle members



Assistant Circle Leader Expectations

- 1. Keep track of time**
- 2. Provide technical support**
- 3. Share the video (when applicable)**
- 4. Handle logistics**



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 or Zoom
- Videos
 - Download the video from LLMC Wiki Page
 - Practice playing videos



Circle Session Wrap Up

1. One Action
2. Housekeeping
3. Recap
4. Select next leader (if not already determined)
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

See our Wiki Page for more options on What to do when...



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.



Our Goal for Circle Members

- Equip you with a toolbox of new skills and ideas
- Connect Sponsors with Protégé(e)s
- Connect you with people across the Federal Public Service
- Surround you with people who will lift you higher



There's power in people coming together



https://wiki.gccollab.ca/Lifting_as_You_Lead_Mentoring_Circles_Program_2023



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OPEN TO ALL GOVERNMENT OF CANADA EMPLOYEES