



**LLMC CIRCLES DISCUSSION GUIDE**  
**CONFIDENCE AND CAREER**  
**BUILDING**





## AGENDA

### Confidence and Career Building

#### **1. Check-In: Warm up and get going (10 min.)**

##### **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 Week 1 of 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 min.)**

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

*(1 min. per member)*

**Example on page 4 of Discussion Guide.**

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

##### **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”  
<https://drive.google.com/file/d/1HB2ID51ZvEaz3e1-KcscMqRdWM89S8tU/view?usp=sharing>

*(13 min.)*



**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 min. 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 min.)

**Group discussion: Explore your career path**

Each member shares their answer to the following question:  
(3 min. 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 min.)

**Group discussion: Apply what you have learned**

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

**Examples on page 7 of Discussion Guide.**

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

- 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, I wanted to refer you to the details in the Discussion Guide to help you reflect on this Circle session and think of your One Action for developing your career roadmap.
- Next week is our 2<sup>nd</sup> Circle session. The theme is Anti-Racism, Diversity and Inclusion. We will focus on self-reflection, privilege, and shifting mindsets in the workplace. Who would like to be the Circle Leader for our next session?
- You will receive a short survey to complete after this week's session, please share your comments to help us improve version 2.0 of LLMC coming in 2022. There are also virtual office hours with the program team every Friday at 11am-12 noon EST if you would like to stop by and share your comments. Office Hours via MS Teams: [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MjAxMGYwMjAtMmlyYy00MwVlLTlhMjYtODQ2NmJlMTkxYzhm%40thread.v2/0?context=%7b%22Tid%22%3a%22325b4494-1587-40d5-bb31-8b660b7f1038%22%2c%22Oid%22%3a%2239e2d7b5-aabf-41e1-bfd0-e4fac6e2aeba%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MjAxMGYwMjAtMmlyYy00MwVlLTlhMjYtODQ2NmJlMTkxYzhm%40thread.v2/0?context=%7b%22Tid%22%3a%22325b4494-1587-40d5-bb31-8b660b7f1038%22%2c%22Oid%22%3a%2239e2d7b5-aabf-41e1-bfd0-e4fac6e2aeba%22%7d)
- 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 organizations 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 traveler 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**

A large empty rectangular box intended for the user to write their own 'My Layers' response.



**List of Circle Members**

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



10			

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

[https://www.ted.com/talks/carla\\_harris\\_how\\_to\\_find\\_the\\_person\\_who\\_can\\_help\\_you\\_get\\_ahead\\_at\\_work](https://www.ted.com/talks/carla_harris_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 organization 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:

	<b>To Progress in My Personal Life/Career, I Will:</b>	<b>One Action</b>
1	Apply to a new job opportunity.	Use the key video messages, the Discussion Guide resources, and the experiences of your fellow Circle members to prepare your One Action.
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.	

**Write down your One Action commitment, get ready to report about it next week:**





**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

**Educational Videos:**

1. How to Find the Person Who Can Help You Get Ahead at Work  
[https://www.ted.com/talks/carla\\_harris\\_how\\_to\\_find\\_the\\_person\\_who\\_can\\_help\\_you\\_get\\_ahead\\_at\\_work](https://www.ted.com/talks/carla_harris_how_to_find_the_person_who_can_help_you_get_ahead_at_work)
2. The Best Career Path isn't Always a Straight Line  
[https://www.ted.com/talks/sarah\\_ellis\\_and\\_helen\\_tupper\\_the\\_best\\_career\\_path\\_isn\\_t\\_always\\_a\\_straight\\_line](https://www.ted.com/talks/sarah_ellis_and_helen_tupper_the_best_career_path_isn_t_always_a_straight_line)



3. Comment changer d'activité professionnelle en 5 étapes?  
<https://www.youtube.com/watch?v=4UNVuTvXu2Q>
4. The Little Risks You Can Take to Increase Your Luck  
[https://www.ted.com/talks/tina\\_seelig\\_the\\_little\\_risks\\_you\\_can\\_take\\_to\\_increase\\_your\\_luck](https://www.ted.com/talks/tina_seelig_the_little_risks_you_can_take_to_increase_your_luck)
5. Why Some of Us don't Have One True Calling  
[https://www.ted.com/talks/emilie\\_wapnick\\_why\\_some\\_of\\_us\\_don\\_t\\_have\\_one\\_true\\_calling](https://www.ted.com/talks/emilie_wapnick_why_some_of_us_don_t_have_one_true_calling)
6. How to Speak Up for Yourself  
[https://www.ted.com/talks/adam\\_galinsky\\_how\\_to\\_speak\\_up\\_for\\_yourself](https://www.ted.com/talks/adam_galinsky_how_to_speak_up_for_yourself)

#### Articles:

1. Don't get lucky, get a champion  
<https://www.forbes.com/sites/shaheenajanjuhajivrajeurope/2018/09/24/if-you-want-to-get-ahead-in-your-career-dont-get-lucky-get-a-champion/?sh=2c201f1d5e75>
2. Pourquoi et comment faire un plan de carrière?  
<https://emplois.ca.indeed.com/conseils-carriere/developpement-carriere/plan-de-carriere>
3. Why You Should Build a "Career Portfolio" (Not a "Career Path")  
<https://hbr.org/2021/10/why-you-should-build-a-career-portfolio-not-a-career-path?ab=ascendhero-article-1>
4. La démarche pour exposer que vous êtes mûr pour une promotion  
<https://www.randstad.ca/fr/chercheurs-demplois/ressources-carriere/propulser-sa-carriere/comment-montrer-que-vous-etes-pret-pour-une-promotion/>
5. Choosing Your Career Path  
<https://www.inhersight.com/blog/career-development/career-path>

#### Websites:

1. LinkedIn Learning – learn the practical skills you need to excel in your career (e.g. Develop a Career Path).  
[https://www.linkedin.com/learning/search?keywords=career+path&upsellOrderOrigin=default\\_guest\\_learning&trk=learning-serp\\_learning-search-bar\\_search-submit](https://www.linkedin.com/learning/search?keywords=career+path&upsellOrderOrigin=default_guest_learning&trk=learning-serp_learning-search-bar_search-submit)



2. GC Jobs – search for jobs and get daily emails of new opportunities.  
<https://www.canada.ca/en/services/jobs/opportunities/government.html>
3. Career Marketplace - find job opportunities in the Government of Canada  
<https://intranet.canada.ca/cdl-dca/fj-te/jm-ce-eng.asp>
4. Applying for Government of Canada Jobs - details to help you succeed in the job competition process, including sample questions for tests and interviews.  
<https://www.canada.ca/en/public-service-commission/jobs/services/gc-jobs/applying-government-canada-jobs-what-expect.html>
5. Career Development in the Public Service - career pathing and job competition tips  
<https://gcconnex.gc.ca/file/group/27631560/all>
6. Managing Your Career - resources for career development and career counseling.  
<https://www.canada.ca/en/public-service-commission/services/staffing-assessment-tools-resources/staffing-assessment-services-job-seekers-employees/managing-your-career.html>
7. Aboriginal Leadership Development Initiative - leadership and career development program open to Indigenous indeterminate Government of Canada employees at the EX, EX minus 1, and EX minus 2 levels.  
[https://www.gcpedia.gc.ca/wiki/ALDI- Cohort\\_5](https://www.gcpedia.gc.ca/wiki/ALDI- Cohort_5)

## **SUPPORT**

Remember, support is available for you and your family when you need it. Some of the discussions at the AMA or the content shared may bring forward past trauma or uncomfortable feelings; please seek professional help if this is the case.

### **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

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

**LIFTING AS  
YOU LEAD**  
MENTORING CIRCLES PROGRAM



**DIRIGER EN  
SOULEVANT LES AUTRES**  
CERCLES DE MENTORAT PROGRAMME

**The Canada Suicide Prevention Service**

Connect with a responder now by calling our toll-free number 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>