



Northern Lights Mentorship Project

The NLLS Mentorship Project aims to enhance manager training through peer support by matching managers who have expertise in specific areas with mentees looking to improve their skills. This initiative is designed to foster professional growth and knowledge sharing within our organization.

Program Structure:

1. Matchmaking Process:

- NLLS will facilitate the initial match between mentors and mentees based on their areas of expertise and development needs.

2. Mentor-Mentee Collaboration:

- After the match, the mentor and mentee will independently decide on the specifics of their training, including schedules, meeting formats, and follow-up plans. The relationship will be tailored to meet their unique professional goals and preferences.

3. Training Options:

- For mentees who are newer to their roles, we recommend an in-person half- or full-day job shadowing experience. **NLLS will provide a mileage reimbursement for one trip per year for a mentee to visit their mentor (or visa versa).**
- More experienced mentees are encouraged to discuss with their mentors the most beneficial structure for their professional development. Options may include job shadowing, interviews, or other tailored training methods.

Role of the Mentee:

The mentee role is open to anyone seeking professional development, not just new managers. We encourage all mentees to engage actively with their mentors to ensure the mentorship experience is aligned with their specific career aspirations.

Considerations for Mentorship Program Participants

Before applying to the NLLS Mentorship Project, both potential mentors and mentees should take into account the following factors to ensure a successful and enriching experience:



- **Commitment and Availability:**
 - Assess your current workload and commitments to ensure you can dedicate sufficient time to the mentorship process. Regular meetings, preparation, and follow-up activities require time and effort.
- **Clear Objectives:**
 - Identify your professional development goals. Understanding what you want to achieve will help you communicate your needs to your mentor or mentee.
- **Openness to Feedback:**
 - Be prepared to give and receive constructive feedback. Growth often comes from honest and open discussions about strengths and areas for improvement.
- **Willingness to Learn and Share:**
 - As a mentee, be open to learning new skills and approaches. As a mentor, be ready to share your knowledge and experiences generously.
- **Proactive Engagement:**
 - Successful mentorship requires active participation from both parties. Be proactive in scheduling meetings, setting agendas, and following up on action items.
- **Flexibility and Adaptability:**
 - Be prepared to adjust the mentorship structure if needed. Flexibility can help tailor the experience to better suit both the mentor's and mentee's needs.
- **Confidentiality and Trust:**
 - Understand the importance of maintaining confidentiality. Trust is fundamental to a successful mentorship relationship.

Name:

Date (MM/DD/YY):

Role:

- Mentor
- Mentee

Library staff (manager included):

- 1
- 2-4
- 5-9
- 10+

Library Location:

- In-school
- Town building
- Community centre
- Independent



Areas of Interest

Mentors: Check off areas you feel confident in sharing with a mentee.

Mentees: Check off areas of interest to you in your professional development.

Governance

Plan of Service
Implementation
Policy Creation / Review
Budget management
Board Relations

Human Resources

Hiring/Firing
Scheduling
Performance management
Delegation & role planning

Community Relations

Library marketing
Community networking & advocacy
Sponsorships & donations
Friends of the Library
Municipal agreements & relationships

Collection Management

Collection acquisitions
Collection planning
Reports & statistics

Programming

Passive programming
Outreach programming
Partner programs
Virtual or hybrid programming
Age-specific programming

Diversity, Equity, & Inclusion

Accessible library services
Collection diversity
Programming diversity
Equitable hiring practises
Truth and Reconciliation objectives

Library Operations

Customer service/difficult patrons
Revenue/expense tracking
Procedure creation / review
Circulation
Knowledge organization and management
Space planning and organization

Technology

Makerspaces & emerging library tech
Remote or hybrid work procedures

Other areas of professional development

Please specify:

Other requests or information

Requests or information like remote-only meetings, driving distance from a particular location, or educational background.

Time Commitment

I am open to a project-based relationship, connecting by email, phone, and in-person, 2-3 times in total with limited follow-up.

I am open to an on-going mentorship relationship.