

# **NATIONAL MENTOR DEVELOPMENT PROGRAM FOR WOMEN IN THE SKILLED TRADES**



## **PARTICIPANT GUIDE**





# WELCOME

Participants in The National Mentor Development Program for Women in the Skilled Trades will be guided through five modules by subject matter experts, learning effective strategies and gaining practical tips to overcome workplace challenges and learning skills to provide formal and informal mentorship on the job site.

## PROGRAM OUTCOMES

The program provides tools and resources to reduce barriers to women's participation in the trades and increase retention of women in their specific trade. It also increases the mentoring and teaching abilities of participants as well as their knowledge and motivation to mentor other apprentices in the trades.

### Your Commitment

To be successful in this program, each participant is required to complete the course work and assignments for each module. The goal is that participants obtain mentorship skills and enhance retention of women in the trades. Active participation and keeping to course time lines are key.

### Our Commitment to YOU

CAF-FCA is committed to delivering engaging and purposeful content as you develop your skills. We will support your learning journey in a way that is meaningful and helpful. We are committed to your success.

### A Successful Journey

Each module will take an estimated six hours to complete. Learning materials and content will be provided through the online platform. Throughout the program, you will be asked to share your thoughts and reactions in discussion posts and journal entries. A facilitator and coach will be available to support you in each module and your participation and opinions are valued throughout the course.

The program culminates in a final presentation which refers to course content. This can be delivered in a format that best suits your learning needs (written, video, PowerPoint, etc.). To successfully complete the program, all five modules must be completed.

# PROGRAM ACADEMIC STANDARDS

## Plagiarism and Academic Misconduct

As a participant in this program, you are required to certify that your assignment/report is your own work and is based on your own research. You must clearly identify all the materials and sources you use in all your work: books, articles, reports, lecture notes, websites, and any other kind of reference document, or electronic or personal communication. Using other people's material as if it is your own work is called plagiarism and is unacceptable in this program.

## Completion of Assignments

Assignment due dates are fixed. Please plan and use your time carefully. All participants have other responsibilities and therefore, it is important to stay organized to make sure that all your course requirements are completed on time.

Mandatory online workshops are scheduled on Sundays to ensure that participants in full-time employment can attend. They are also timed to accommodate participants in different time zones across the country.

## Withdrawal From Program

If for any reason you choose to withdraw from the program, you must do so in writing.



# MODULE FACILITATORS

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# PROGRAM ADMINISTRATORS

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# LEARNING PLATFORM

To access all curriculum content, approved participants will receive credentials for access to all curriculum content at: [leadership-modules.caf-fca.org](https://leadership-modules.caf-fca.org). The discussion forum will be located there as well and will be monitored by the facilitator and coaches. Instructions regarding how to upload the final assignment will be provided.

# COACH SUPPORT

In order to support your learning, a coach will be assigned to each student. The coaches are women who are currently working in the trades and have been selected by our program partners, the Office to Advance Women Apprentices and Excellent in Manufacturing Consortium. The role of the coach is to be a sounding board for you as you progress through the program and to advocate for your success. You will be introduced to your coach at the beginning and will have weekly check-ins with your coach throughout the cohort.

You are encouraged to maintain contact with your coach throughout the program and beyond. Participants who complete the Mentor Development Program may apply to be a coach for future cohorts.



# ABOUT THE CANADIAN APPRENTICESHIP FORUM

The Canadian Apprenticeship Forum – Forum canadien sur l'apprentissage (CAF-FCA) is a national, not-for-profit organization working with stakeholders in all regions of Canada. We influence pan-Canadian apprenticeship strategies through research, discussion and collaboration. Insights are shared across trades, across sectors, and across the country to promote apprenticeship as an effective model for training and education. Our Board of Directors includes representatives from business, labour, the jurisdictional apprenticeship authorities, education, and equity-seeking groups. Through our work, CAF-FCA has the perceived barriers to accessing and completing apprenticeship and the business case for apprenticeship training. For more information, visit the CAF-FCA website at [caf-fca.org](http://caf-fca.org).

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