

CIMA Mentoring Program Guideline

"The greatest good you can do for another is not just to share your riches but to reveal to him his own."

Benjamin Disraeli

Objectives and scope:

- To assist members and students (mentees) to adapt and reach their full potential in the Canadian employment marketplace
- The mentoring program could include but is not restricted to:
 - Increasing mentees understanding of the Canadian workplace culture, job market and industry trends
 - Guidance, either directly or through partner resources to improve candidate profile
 - Information on resources (e.g. CIMA, TRIEC partner) for coaching (resume writing, interviewing techniques, job search), skills development, IT facilities, orientation and CEP programs
 - Access to networking opportunities, recruiters and potential job opportunities through the CIMA website, CIMA Mentoring Co-ordinator and introductions at CIMA events
 - Career guidance and goal setting
 - Guidance on obtaining CMA accreditation or CIMA membership
- The mentoring program is not a job search or job placement program, although facilitated
- CIMA recognizes mentoring as a CPD activity for the mentor
- CIMA is not responsible for the quality or accuracy of the advice or other help given to mentees. The CIMA code of ethics applies and professional conduct is expected from all parties involved in the mentoring program

The mentoring process

- Commencement: Mentor and mentee applications are processed, orientation/guides are provided where applicable, introduction to the Mentoring Co-ordinator
- Matching: Mentor and mentee are matched by the Mentoring Co-ordinator based on professional backgrounds and profiles
- Initial meeting: Between mentor and mentee to get to know the mentee and agree on methods of communication etc.
- Mentoring: Setting of goals, agreeing on a list of activities, access to/guidance on resources and introduction to networking opportunities/professional contacts
- Review: Review of progress
- Closure: Formal closure with the mentee and feedback to the Mentoring Co-ordinator. If mentee wishes to stay in the program a new cycle commences
- Time frame: A maximum of six months for one cycle; could be terminated earlier if objectives are met

The role of the mentee

- Assume equal responsibility for ongoing contact throughout the program
- Be committed; schedule meeting dates and keep commitments

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- Prepare a list of questions before meeting with the mentor and follow up on your mentor's suggestions and agreed next steps
- "Check in" periodically with CIMA coordinator to let him/her know how you are benefiting from the process or if you are facing any issues
- Inform the mentoring co-ordinator as soon as you find a job (if this was one of your objectives)
- Inform the mentor and mentoring co-ordinator immediately if you want to leave the program for any reason or if you have reached your objectives
- Let your mentor know how his or her advice and feedback has contributed to your career goal-setting and achievements
- Appreciate that your mentor will not have all of the answers, but may be able to refer you to others who can help with specific concerns
- Understand that the CIMA Mentoring program is not a job-placement agency or a job bank

The role of the mentor

- Assist the mentee in setting realistic goals and objectives
- Gain understanding of resources available for the mentee and provide guidance to the mentee based on his/her needs; the mentor is a resource and advisor
- Introduce the mentee to CIMA and other professional networking opportunities
- Provide feedback to the mentee
- Allocate the expected time with the mentee and maintain communication and follow through on commitments
- Advise the Mentoring Co-ordinator on the completion of the mentoring program and provide feedback where appropriate
- The mentor is not expected to do the mentee's work

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Appendix 1- Resources

Common resources for CIMA mentors and mentees

- The Handbook www.thementoringpartnership.com/handbook - a TRIEC online repository of support resources available to CIMA Canada mentors and mentees including but not limited to
 - Resources for the mentor to use during the program such as guides on a suggested approach, program elements and a library of tools such as action list forms and agendas. All TRIEC templates are free to be customised and used without accreditation but other service delivery templates (where their logos are present) should be used only by quoting source
 - List of TRIEC partner service providers the mentor could recommend to the mentee for free coaching on resume writing, interview preparation, job search skills, sites and IT resources. The most frequently used providers by CIMA mentees are ACCESS and COSTI and Skills for Change
 - TRIEC partner service provider networking opportunities for the mentee (generally free)
- CIMA Mentoring Co-ordinators (mentoring@cimacanada.org)
 - Advice on the program and guidance during the process
 - Relationships with recruiters and potential job opportunities for the mentee
- CIMA professional network and own networks (mentor)
- CIMA Canada Member and Student Services (members@cimacanada.org)
 - For Q&A on obtaining ACMA/FCMA including assistance from UK on review of applications
- CIMA Mentoring Committee Liaison Officers with CMA (mentoring@cimacanada.org)
 - For Q&A and guidance on obtain CMA membership
- [CIMA Canada website](#) - for mentoring information, FAQ and CPD events
- CIMA/CGMA Global Resources
 - [CIMAosphere](#) general resources and discussion board
 - MY CIMA Member only CPD resources which include Harvard ManageMentor^R (incl. coaching)
 - [CGMA tools](#) includes a career development tool among others

Resources for CIMA mentees

- TRIEC service delivery partners (see above) such as [Access Employment](#), [COSTI](#) and [Skills for Change](#)
- [Settlement.org](#) - discussion forums and help on topic related to employment, citizenship, driver's license, legal, education etc.
- Accounting and Finance Recruiters (CIMA has a relationship with)
 - [Accountemps](#) (RH contract work)
 - [Robert Half](#)
 - [PTC Accounting and Finance](#)
 - [Lannick Recruitment](#)
- Canadian Tax preparation - [H&R Block](#), [Liberty Tax Service](#), [Softron](#)

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Appendix 2 – Mentor Requirements

Requirements

General

1. Reside in Canada
2. Be CIMA member (ACMA/FCMA) in good standing
3. Have at least three years of work experience. Knowledge/experience of the Canadian employment market is recommended, possess some industry knowledge
4. Must have a genuine interest in the CIMA Mentoring Program
5. Agree to share some personal information with the CIMA mentoring committee/mentee as disclosed on the application form. This will be used for the purpose of matching the mentor with a mentee, facilitating the program and for statistics used by the mentoring committee

Timing

6. Agree to at least a six month commitment to the program
7. Commit to spending up to four hours per month with the mentee. This will include face to face meetings, telephone conversations and e-meetings (CIMA will reimburse reasonable coffee expenses of the initial meeting)
8. Attend mentor training meetings as needed

Communication

9. Be willing to communicate regularly with the Mentoring Co-ordinator
10. Submit activity information to the coordinator (progress tracking) as needed

Benefits for Mentors

1. Ability to record mentoring as a part of CPD in the CIMA Planner
2. Enhance teaching and coaching skills
3. Sharing knowledge and experience, and building upon other people's ideas
4. Personal fulfillment from investing in others
5. Increase professional networking opportunities

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Appendix 2 – Mentee requirements

Requirements

General

1. Reside in Canada or intend seeking residence in Canada in the near future
2. Be CIMA student or member (ACMA/FCMA) in good standing
3. Agree to share some personal information with the CIMA mentoring committee/mentor as disclosed on the application form. This will be used for the purpose of matching the mentor with a mentee, facilitating the program and for statistics used by the mentoring committee

Timing

4. Agree to a six month commitment to the program
5. Commit to spending up to four hours per month with the mentor (includes face to face meetings, telephone conversations and e-meetings)
6. Invest time on preparatory work and follow up action such

Communication

7. Be willing to communicate regularly with the Mentoring Co-ordinator
8. Inform the mentoring co-ordinator as soon as you find a job (if this was one of your objectives)
9. Inform the mentor and mentoring co-ordinator immediately if you want to leave the program for any reason or if you have reached your objectives

Benefits for Mentees

1. Access to the expertise of a CIMA mentor
2. Access to CIMA resources and CIMA partner resources
3. Increased professional networking opportunities
4. Development of Soft skills
5. Ability to record mentoring as a part of CPD in the CIMA Planner