

Table of Mentorship Resources for Staff

Level	Mentorship Resources/Activities
Supervisor	<ul style="list-style-type: none"> • Introductory on-boarding meeting and orientation (unit level) • Work expectations and job clarity • regular one-on-one meetings • unit/group meetings • Conflict management • Annual performance evaluation (formal feedback) • Career progression; training & development opportunities
Role - Specific	<ul style="list-style-type: none"> • Undergraduate Coordinator Committee meetings (monthly) • Graduate Coordinator Committee meetings (monthly) • Administrative Officers bi-weekly meetings • Leaders meetings (quarterly)
Engineering Human Resources	<ul style="list-style-type: none"> • Introductory on-boarding meeting and orientation (Faculty - level) • Conflict management (when it cannot be resolved with your supervisor) • Career progression; available job opportunities at WE; training & development opportunities • Performance evaluation process and best practices (training workshop provided each year for staff and leaders) • Training DVDs on selected topics (contact us for a reference list) • Workplace & Personal Wellness Workshops (lunch hour workshops) • All-Staff Meetings (one held in the Fall and one in the Winter term)
Staff Mentoring Resource Group	<ul style="list-style-type: none"> • Introductory Welcome to WE meeting (new staff) • how to work with faculty and colleagues effectively • how and whom to network with • when and whether to consider a promotional opportunity; career progression • how to balance work with life • other career advice • when WE Values are not upheld; what to do/how to respond • informal mentorship/networking
Other	<ul style="list-style-type: none"> • Weekly e-newsletter from WE Communications Staff (value moments; email tips, activities and initiatives at WE) • Leader's Forum (invited PMA employees) • Professional Network Forum (PMA employees)

<p>PMA Association (Members only)</p>	<ul style="list-style-type: none"> • Opportunities to participate in the development of policies and programs affecting you and your colleagues. These are provided through surveys, contact with members of the PMA Executive and active involvement in one of the PMA Committees. • Access to stimulating personal, professional and career development activities tailored to the needs of PMA members. • Assistance and support for any questions or concerns, particularly regarding employment practices and procedures. • Resources and information on University operations and activities. • Interaction with the community of professionals and managers on campus. • Participation in a wide array of University activities in which you may be interested and where your input makes a difference.
<p>UWOSA</p>	<ul style="list-style-type: none"> • Questions about the collective agreement • Support and advice regarding your employment; A solid understanding of the issues facing employees who work at Western. • Training and education opportunities throughout the year, both for elected representatives and members at large. • Access to external training and education programs and opportunities. • Many social events, including an annual barbeque, a luncheon, golf tournament, bus trips, Knight's games, etc.