

Mentor Toolkit

This toolkit will help you to reach out and engage key people in other departments to help them with the implementation of Green + Leader toolkits within their units.

Background Information

The Lower Mainland Health Authorities use approximately 290,000,000 kWh of electricity annually. This is enough electricity to power about **26,364 homes for a year**. While BC currently benefits from clean hydro power to meet electricity needs, demand is expected to outstrip our current capacity by 40% in the next two decades. How can BC close this gap? Significant energy savings can be achieved by being smart with how we use energy.

You've had success implementing several Green + Leaders toolkits in your own department and now you're looking to branch out to keep building your skills and leading change.

Engaging key people in other departments (mentees) so they can learn from you to work with their co-workers is a great way to make use of your toolkit experience.

As a toolkit mentor, you can support your mentee in the following ways:

- o Help set realistic toolkit goals
- o Share good ideas for communicating and encouraging participation in campaigns
- o Provide advice, resources and guidance
- o Recognize their achievements

At the same time, you will be engaging in your own learning and deepening your understanding of leading change in the workplace.

The Big Picture

This toolkit is part of a broader initiative to reduce the Lower Mainland Health Authorities' energy use, and to foster a workplace culture where everyone works together to help reduce the energy demand of electronic equipment.



Steps

Step 1 – Get your Manager Involved

Speak with your manager about implementing the mentee toolkit. Get them on board first. Here are some key talking points to help you make the case:

You feel you've had good success with the toolkits in your department and you want to use what you've learned to encourage participation in other departments.

- o Bring up any departments or spaces you know of that might be good candidates for one or more of the toolkits as convincing examples for you to get involved.
- o Frame the toolkit as a professional development opportunity for both you and the mentee.

Step 2 – Engage your Mentee's Department

If you have one (or a few) key people in mind in another department for your mentee(s), approach them to see what their thoughts are on taking on the initiative. You don't want to overwhelm them, so make sure they know that you'll be around to answer questions and provide advice, resources and guidance.

Although your manager has given you the green light, you will still need to get approval from the manager of your mentee's department. Work with your mentee to approach their manager. Use the same talking points you used with your own manager when talking to your mentee's manager.

If you don't have anyone specific in mind, but you believe that a certain department would be a good candidate for implementing change, approach the manager of the department to see if they have someone in mind who might fit the role. Maybe you can ask to speak briefly about the initiative at the next staff meeting to find volunteers to take on the role as your mentees.

Step 3 – Organize a Kick off Meeting with your Mentee

The kick off meeting is your chance to sit down with your mentee(s) to set realistic expectations for the initiative and begin building the relationship. In this meeting, you should explain the different toolkits you've worked on to see if your mentee has any ideas about which initiatives might be effective in their own department. Find out your mentee's goals and what they hope to

Where to Start?

Start with one toolkit at a time. Focusing efforts in one place will yield a greater chance of success and then you can build off of that success to implement more toolkits.



Meeting Tips

1. Send an agenda in advance
2. Start on time
3. Set clear objectives
4. Use visually aids to discuss ideas and solve problems
5. End on time

take away from the program. For example, does your mentee want to build the skills to eventually do this on their own?

It's also important for you and your mentee to discuss any problems that might be obstacles for you in reaching your objectives. Are there other people you should be getting involved?

By the end of the meeting, you should draft a brief outline that describes how often you will meet and the toolkit you're going to work on.

Here's some kick off meeting suggestions to get you thinking about some possibilities for your mentee's campaign:

- o Don't be afraid to add your creative flair to the suggestions in the toolkits.
- o Decide which parts of the toolkit you will work on together/separately.
- o Consider a joint campaign that engages both your departments.

See [Additional Resources](#) for a sample 30 minute meeting agenda.

Step 4 – Implement the Toolkit

Everything is now in place for you to start working through the toolkit. Once you get started, you may need to revisit the outline you created to see if anything needs to be changed. Provide special consideration to issues of safety for hospital staff, patients and visitors.

As the toolkit is being implemented, be available to support your mentee. Use your resources and guidance to back them up, but give them the freedom to make the project their own.

Use the [Energy Assessment Tool](#) to help you and your mentee calculate the energy and cost savings associated with any behavior change resulting from your initiatives.

Step 5 – Meet, Evaluate & Repeat

Meet according to the schedule you have established with your mentee. Meet often enough to keep the initiative moving forward without overwhelming your schedules.

After the campaign has been running for a few weeks, find ways to recognize the work the mentee has done and the progress that has been made. When the campaign wraps up, organize a meeting with your mentee to evaluate the experience. Ask for feedback and discuss what steps should be taken next time to improve toolkit implementation.

Build on the success and lessons learned from this experience and consider using this mentor toolkit again to continue leading change in your organization.

Additional Resources

Mind Tools

Mentoring: An Essential Leadership Skill

http://www.mindtools.com/pages/article/newCDV_70.htm

Mentoring: A Mutually Beneficial Partnership

https://www.mindtools.com/pages/article/newCDV_72.htm

Mentoring Skills: Using your Knowledge and Experience to Help Others

https://www.mindtools.com/pages/article/newCDV_24.htm

National Mentoring Partnership

Elements & Toolkits

http://www.mentoring.org/program_resources/elements_and_toolkits

Contacts

For help using this toolkit, please contact the Green + Leaders Program Coordinator (see

<https://bcgreencare.ca/program/greenleaders> for contact information).