



MENTORSHIP PROGRAM

USER GUIDE



Visit <https://mentorship.piacweb.org>



MENTORSHIP PROGRAM

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LOG IN

MENTOR LOG IN

MENTEE LOG IN



**Login as a
Mentor
or
Mentee**



ABOUT THE PROGRAM

The Mentorship Program is designed to support pension fund professionals throughout their career.

Mentees are matched with peers who have more experience in particular topics of interest.



It goes to the regular PIAC login page.



 [MEMBER LOGIN](#) 

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Username
 Password

[forgot password](#)



Login with your existing PIAC member account.

Based on your selection it will take you to the Mentee or Mentor form.





MENTOR APPLICATION FOR DONALD

← BACK

First Name *

Donald

Last Name *

Andrews

Email *

dandrews@piacweb.org

Linkedin

Designations (click all that apply)

- CFA Charterholder
- CPA
- FRM - Financial Risk Manager
- FCIA - Actuary
- CAIA - Chartered Alternative Investment Analyst
- Other
- Lawyer
- CHRP - Human Resources Professional
- Not Applicable

What type of pension plan *

← Some of your profile information will be automatically entered into the form.

The rest of the fields you need to complete.

Preferred match's location

Province:

Select ▼

Mentoring agreement

I agree to the [Mentoring Agreement](#)

I agree to the [Privacy Policy](#)

I agree to the [Code of Conduct](#)

SAVE

BACK TO DASHBOARD

To complete the form
you need to accept the

- * Mentoring Agreement
- * Privacy Policy
- * Code of Conduct



MENTORSHIP PROGRAM

MENTORING AGREEMENT (TERMS OF USE)

The Pension Investment Association of Canada (PIAC)'s Mentoring Program supports member connections between mentors and mentees. By participating in the program, I agree to the following terms and conditions:

* I understand that I am voluntarily entering into a mutually beneficial



MENTORSHIP PROGRAM

PRIVACY POLICY

The Pension Investment Association of Canada (PIAC)'s Mentorship Program is managed using a web application (Platform) called MentorEase that has been customized especially for this program. MentorEase is a web-based mentorship software product of Giant Step Inc. ("MentorEase" or "we"). The software may be used on a web browser or using a mobile app downloaded from the Apple App Store, Google Play Store or similar ("App").



MENTORSHIP PROGRAM

CODE OF CONDUCT

Participation in the Pension Investment Association of Canada (PIAC) Mentorship Program requires consent to the following agreement:

1. Consent to the collection, use and disclosure of personal information

In order to participate in the mentorship program some mentee's personal information needs to be collected and shared with potential mentor/s. The information is collected only for the purposes of effective delivery of the program and will not be shared with third-parties except as required by law and detailed in the Privacy Policy.

The personal information is collected to determine your program eligibility, to match mentors and mentees, to facilitate communication and program reviews.

Your personal information will be protected from loss, theft, unauthorized access, modification, release or disclosure. Data will be secured using multiple web security procedures and compliant according to all applicable laws.



Donald

Announcements

Welcome to the PIAC Mentorship Program!

HELLO MENTOR
DONALD ANDREWS
Mentorship Program



CONNECT WITH
YOUR MENTEE



PROFILE



JOURNAL



RESOURCES

LOG OUT

Need help? Get in touch →

Click **Profile**
to upload
photo or edit
your profile



This is your
Mentoring Dashboard

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EDIT MY PROFILE



Donald Andrews

Mentor

dandrews@piacweb.org

EDIT/VIEW FULL MENTOR FORMS

Update Picture:

No file chosen

(ideal pic size is 250px X 250px)

SAVE

Cancel

Edit your profile details

Upload profile photo



MENTOR APPLICATION FOR DONALD

← BACK

You can edit your profile and **Save** at the bottom

or click **Back** to get back to your Dashboard without editing

First Name *

Donald

Last Name *

Andrews

Email *

dandrews@piacweb.org

Linkedin

Designations (click all that apply)

- CFA Charterholder
- FCIA - Actuary
- Lawyer
- CPA
- CAIA - Chartered Alternative Investment Analyst
- CHRP - Human Resources Professional
- FRM - Financial Risk Manager
- Other
- Not Applicable

What type of pension plan *

Select



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Mentorship Program

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JOURNAL



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Need help? Get in touch →

You will get an email when matched. Then login and click **Connect with your Mentee (or Mentor) to see them.**

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MENTORSHIP DASHBOARD

Match	First Name	Email	Actions
active	Chris	Chris cdawkins@piacweb.org	View Profile

**Click to Send
a Message**





**Chris Dawkins
(Chris)**
Mentee

cdawkins@piacweb.org

[✉ Send Message](#) [+ Book Meeting](#)



Your Mentee



Their contact info



Click to Request a Meeting



Their profile details

Responsibility/Expertise - Investments

Fixed Income

**Send a message in the pop-up to your Mentee (or Mentor).
They will get an email with the message. Then click Reply and it will email you.**



MENTORSHIP PROGRAM

Send a message to Chris Dawkins ×

subject

your message here

SEND

← BACK



Chris Dawkins
(Chris)

Mentee

cdawkins@niacweb.org

**Request a meeting in the pop-up to your Mentee (or Mentor).
They will get an email with the details. Then click Reply and it will email you.**



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MENTORSHIP PROGRAM

Send meeting request to Chris Dawkins ×

subject

November 2023

Start Time End Time

your message here

REQUEST MEETING

[← BACK](#)**MENTORSHIP DASHBOARD**

Match	First Name	Email	Actions
active	Chris	Chris cdawkins@piacweb.org	View Profile



Chris Dawkins
(Chris)
Mentee

cdawkins@piacweb.org

[Send Message](#) [+ Book Meeting](#)

Responsibility/Expertise - Investments

Fixed Income

If you have **multiple Mentees** there will be a list here.

Click on each one to see their details and contact them.



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Announcements

Welcome to the PIAC Mentorship Program!

HELLO MENTOR
DONALD ANDREWS



Mentorship Program

CONNECT WITH
YOUR MENTEE



PROFILE



JOURNAL



RESOURCES



Click **Resources**
to view Mentoring
Resources

LOG OUT

Need help? Get in touch →



Mentoring Resources (1-page PDFs)

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RESOURCES

Resources for Mentees:

FIRST MEETING
CHECKLIST

GENERATIONAL
COMMUNICATION
STYLES

HOW TO SET
MENTORING
GOALS

MENTEE DO'S
AND DON'TS

Resources for Mentors:

MENTOR DO'S
AND DON'TS

TOP TIPS TO
BECOMING A
GREAT MENTEE



HOW TO SET MENTORING GOALS

Spend time thinking about what goals you want to set, to work towards during the mentoring relationship.

What's a good number of goals to have? More than 1 but less than 6 is good. Don't over-commit - less is sometimes best.

- Some examples of goals:
- "Build a professional network"
 - "To learn more about an industry or market sector"
 - "I'd like to build my confidence"
 - "Be able to build a life / work balance"
 - "Learn people skills"
 - "Develop my networking skills"
 - "Learn more about what it's actually like in the workplace"
 - "Learn about the different career paths that might be open for me"

HOW TO MAKE YOUR GOALS SMART:

- S SPECIFIC** Clear, meaningful goals
- M MEASURABLE** Easy to measure progress and completion
- A ATTAINABLE** Realistic goals
- R RELEVANT** Goals that move you forwards
- T TIMELY** Set a deadline

RECORDING GOALS

- Reinforces commitment to complete them
- Creates a clear plan
- Makes it easier to follow



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Mentorship Program

CONNECT WITH
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PROFILE



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RESOURCES

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Need help? Get in touch →

The **Journal** is for taking notes at meetings (optional)



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MY JOURNAL

To be used at any time over the course of your mentorship.

This journal is your personal place to capture your thoughts, commitments and learnings from your meetings. Your Mentor does not have access to your notes here. Make it your own and use it for reminders and to look back on your meetings.

Journal Entries:

No entries yet.

Add Journal Entry:

Details following my Meeting with my Match

Place

November

20

2023

Start Time

AM

End Time

AM

Purpose of Meeting

Assess progress, establish new goals, define actions to implement, exchange information, review reflections of my learnings, other *

← Add a **Journal Entry** and Save at the bottom

← It will appear here



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