



THANKS & Acknowledgements

This initiative would not have been possible without the collaboration and assistance of many different individuals, groups, organizations, and stakeholders. Business, industry and labour have long identified mentor/coach programming as a high priority for inclusion in the apprenticeship system. This industry feedback led to the hosting of a Mentorship Round Table Discussion in 2002. This Round Table convened industry stakeholders to discuss the current situation with workplace mentoring and determine possible action steps for the future. It was from this Round Table that the Mentoring Pilot Project (MPP) evolved. This project is funded by the Province of Nova Scotia, Apprenticeship Training and Skill Development Division (ATSD). It is an action research initiative where a group of people identified a problem and took action to resolve it. The pilot project operates under the direction of a volunteer Steering Committee involving a representation of apprenticeship stakeholders. Special thanks go out to the Steering Committee Chair, Richard Sharpe (ATSD), and to all Steering Committee Members: Don Adams (ATSD), Julie Boland (International Brotherhood of Electrical Workers Local 625), Joy Conrad (Nova Scotia Automotive Human Resource Sector Council), Graham Conrad (Nova Scotia Automotive Human Resource Sector Council), Dale Crawford (ATSD), Marjorie Davison (ATSD), Chip Dickison (Nova Scotia Boatbuilders Association), David Eisenhaur (Department of National Defense), Kevin Gerrior (Nova Scotia Community College - NSCC), Chantel LeTurneau (Nova Scotia Boatbuilders Association), Tori Munroe (United Brotherhood of Carpenters and Joiners of America Millwrights Local 1178), Corrie Robley (Nova Scotia Automotive Human Resource Sector Council), Michael Senz (Industry Representative and winner of Provincial Apprenticeship Board Mentor/Coach Award), Sara Somers (Department of National Defense), Brian Stevens (Sheet Metal Workers and Roofers Local 409), Heather Umlah (NSCC), and John Wilson (Ironworkers Local 752). Thanks for your continuing commitment!

The content for the Workplace Mentoring Course has been adapted from the Open Learning Agency Workplace Coaching Skills Program. We also very much want to acknowledge the British Columbia Industry Training Authority who granted copyright permission to adapt the Workplace Coaching Skills Program and the NSCC Online Learning Team who assisted in the adaptation process.

This project built on the tremendous work and resources that already existed in this area. These contributions have been detailed in the Content References section of the document. Very special thanks also go out to the apprentices, mentors, journeypersons, employers, instructors, apprenticeship staff, and Provincial Apprenticeship Board Members who assisted with development and implementation, particularly those involved with the Nova Scotia Boat Builder Apprenticeship Program, the first pilot group.

Workplace mentoring has always been, and will always be an important part of the apprenticeship process. This project was about building on strength and assisting with the process of workplace skills training.

Sue Boutilier, Project Coordinator
Sue.Boutilier@nscc.ca



CONTENT References

British Columbia Industry Training Authority

1223 - 13351 Commerce Parkway, Richmond, BC, Canada, V6V 2X7

Phone: 604 214-8700, Fax: 604 214-8701, <http://www.itabc.ca>

Workplace Coaching Skills Program

Workplace Coaching Skills Program Video 1 (ISBN 1-55139-034-5)

☐ Module 1: Identifying the Point of the Lesson

☐ Module 2: Linking the Lesson

☐ Module 3: Demonstrating a Skill

Workplace Coaching Skills Program Video 2 (ISBN 1-55139-036-1)

☐ Module 4: Practicing a Skill

☐ Module 5: Giving Feedback to the Learner

☐ Module 6: Assessing the Learner's Progress

Workplace Coaching Skills Participant's Manual: 58 pages (ISBN 1-55139-032-9)

Canadian Apprenticeship Forum-Forum canadien sur l'apprentissage

116 Albert Street, Suite 701, Ottawa, Ontario, Canada, K1P 5G3

Phone: (613) 235-4004, Fax: (613) 235-7117, <http://www.caf-fca.org/>

Making it Work! On-the-Job Training in Apprenticeship

An information guide prepared for employers, apprentices, and journeypersons

Canadian Automotive Repair and Service (CARS) Network

6-9120 Leslie Street, Richmond Hill, ON, Canada, L4B 3J9

Phone: 905-709-1010, <http://www.cars-council.ca/>

CARS Network Motive Power Mentor/Coach Program

Conference Board of Canada

255 Smyth Road, Ottawa, On, Canada, K1H 8M7

Phone: 613-526-3280, Fax: 613-526-4857, <http://www.conferenceboard.ca/>

Employability Skills 2000+ (PDF pamphlet), Employability Skills Profile What Are Employers Looking For? (PDF pamphlet), Innovation Skills Profile (PDF pamphlet), Investing in Education 5 Things YOU Can Do (PDF pamphlet)

Duxbury, Linda (2006), Professor, Sprott School of Business, Carleton University, Ottawa.

Dealing with Generational Differences in the Workplace. Presentation at the Canadian Apprenticeship Forum Conference, June 4 to 6, 2006, Montreal, PQ, Canada.

**Human Resources and Social Development Canada (HRSDC)****Essential Skills - Skills Information Division**

112 Kent Street, Tower B, 21st floor, Ottawa, Ontario, Canada, K1A 0J9

“Readers Guide to Essential Skills”

http://srv600.hrdc-drhc.gc.ca/esrp/english/general/readers_guide_whole.shtml

Manitoba Education, Training and Youth Apprenticeship Branch

1010 - 401 York Avenue, Winnipeg, MB, Canada, R3C 0P8

Phone: (204) 945-3337 Fax: (204) 948-2539 <http://www.edu.gov.mb.ca/>

Bricklayer Unit A5 - Orientation II: The Job of Journeywork**Bricklayer Unit A1 - Orientation: Structure & Scope of the Trade****Nova Scotia Community College (NSCC)**

Central Office - 5685 Leeds Street, P.O. Box 2210

Halifax, Nova Scotia, Canada, B3J 3C4

Phone: (902) 491-6722, Fax: (902) 491-4800, <http://www.nsc.ca/>

NSCC Work Experience 2005/2006 Student Guide**Province of Nova Scotia****Apprenticeship Training & Skill Development Division**

PO Box 578, 2021 Brunswick Street, Halifax, NS, Canada, B3J 2S9

Phone: 902-424-5651, Fax: 902-424-0717, <http://www.nsapprenticeship.ca/>

Apprenticeship Training Annual Report- April 1, 2002 – March 31, 2003**Apprenticeship and Trades Qualifications Act (Government Bill)**

BILL NO. 28 (as passed) 3rd Session, 58th General Assembly, Nova Scotia, 2003

http://www.gov.ns.ca/legislature/legc/bills/58th_3rd/3rd_read/b028.htm

Nova Scotia Automotive Human Resource Sector Council

327 Prince Albert Road, Suite 4, Dartmouth NS B2Y 1N7

Phone: 902-464-0168, Fax: 902-465-5734, <http://www.automotivesectorcouncil.ca/>

Mentorship Strategy <http://www.automotivesectorcouncil.ca/mentorship.htm>**Red Seal Program****Human Resources Partnerships Directorate**

Human Resources and Skills Development

140 Promenade du Portage, 5th floor, Phase IV, Gatineau, Québec, Canada, K1A 0J9

<http://www.red-seal.ca/>



Workplace Mentoring...A WORK IN PROGRESS



These Workplace Mentoring Resource Materials are intended to assist with teaching and learning skills in the workplace. The resources continue to be a work in progress and we encourage you to send us your comments and feedback about the materials.

Please send your feedback to:

Mentoring Pilot Project (MPP) Coordinator, Sue Boutilier

Email: Sue.Boutilier@nsc.ca

Phone: 902.491.6780

Fax: 902.491.4835

Mail: 115 Chain Lake Drive, Suite 37, Halifax, NS, CANADA, B3S 1B3

THANKS! We look forward to hearing from you!