



Youth Mentorship for Tourism

Frequently Asked Questions

What is the Youth Mentorship for Tourism Program?

The Youth Mentorship for Tourism Program is administered by the Tourism and Parks Division of the Department of Industry, Tourism and Investment (ITI), Government of the Northwest Territories (GNWT).

The Youth Mentorship for Tourism Program aims to provide students and/or young people interested in working in any area of the Tourism Industry the opportunity to work with experienced industry professionals (mentors) who are willing to share their expertise and knowledge. The Program will match Northwest Territories (NWT) students and/or young professionals with an appropriate experienced professional in a specific area (based on the mentees interest), which may lead to employment at the mentor's place of business.

What is mentorship?

Mentorship is when an experienced person in an industry (mentor) helps a person with less, or no experience, in that field of business (mentee). Together, they work to develop the skills and knowledge needed to succeed in the tourism industry.

How does the mentoring work?

For both mentorship streams, once a mentorship agreement is approved by ITI, mentees are expected to visit the place of work/business of the mentor to learn from the mentor.

What qualifies someone to be a mentor?

Mentors will have to meet the following criteria to be considered for the program:

- Should be experienced, successful tourism industry professionals;
- Must have worked in the tourism industry for at least five years;
- Willing to make time available for their mentees and commit themselves to meet their "protégé" frequently during the mentorship process;
- Understand the skills and tools required to be a mentor;
- Be open to further developing their mentoring skills;
- Understand the legal and ethical requirements of mentoring;
- Be able to ensure mentees understand what they can expect from the mentoring process;



- Be able to create an environment in which mentees will feel at ease;
- Be able to communicate effectively with mentees;
- Be able to help mentees identify their real needs and priorities;
- Be able to encourage mentees to develop the confidence, understanding and skills to meet their personal and business objectives; and
- Be able to help mentees manage a program of activity that develops their confidence, understanding and skills.

Who can apply to be a mentee of the Program?

To be eligible for the Program a person needs to meet the following criteria:

- Must be a resident of the NWT;
- Must be less than 18 years old, but no younger than 14;
- If older than 18, must be able to show proof of employment in tourism to qualify as a young professional; and
- If older than 18, and not a young professional, must provide a motivation letter for admission into the Program. The motivation letter should address why the applicant wants to be mentored, how the mentorship will help them and what they plan to do after the mentorship.

Can the Youth Mentorship for Tourism Program help me if I am not a resident of the NWT?

No. The Youth Mentorship for Tourism Program is only open to students and/or young professional residents in the NWT.

How do I apply for the Youth Mentorship for Tourism Program?

Applying is easy. An application form can be picked up from any regional ITI office, or you can download it from the website: www.iti.gov.nt.ca/ymp Regional Tourism Officers are available to discuss proposals, help complete your application and to accept your completed application form. No applications will be accepted after January 31, 2017.

How do I get matched with a mentor?

There are two different ways to be matched with a mentor:

- You can suggest the name of a person that you would like to be your mentor. ITI will see if they meet the guidelines to be a mentor.



- A potential mentor can suggest your name as somebody they would like to have as a mentee. ITI will vet both the mentor and the mentee to determine eligibility for the Program.

Can I choose a mentor from outside the NWT?

Yes, it is possible to have a mentor from outside the NWT, but expenses cannot exceed the limits of the mentorship funding.

Will the mentor I choose be the one that I get?

Not necessarily. ITI will do its best to accommodate the choice of mentor selected by the mentee. However, it may be the case that the mentor proposed by a mentee does not meet the ITI mentor criteria. In this case, you will be encouraged to look for another mentor who fits the criteria.

What if I can't find a mentor with an exact match for my interests?

That could happen. If you are interested in the program, but can't find a mentor, please speak to any one of the following in your region:

- Your ITI Regional Tourism Development Officer
- Career Counsellors
- Tourism Operators
- Hospitality Operators

If my original mentor can't provide all the assistance I need, is another mentor able to assist?

Yes. Your original mentor will quickly determine if you need to see another mentor with different skills that match your particular interest. Your mentor might even be able to recommend a better-suited mentor. Subject to approval from ITI, a transfer to a different mentor can be arranged.

How is this mentorship financially supported?

Funding is provided to mentees (and mentors) to partake in this opportunity. The funding contract is valid for the duration of the mentorship only.

- All mentees under the program (stream 1 and 2) will receive a grant of \$1,250 at the end of the mentorship process.



- For stream 1, ITI will provide an honourarium to the mentor at the end of the mentorship process.
- The mentor honourarium is at a rate determined by the Government of the Northwest Territories' Financial Administration Manual, up to a maximum of \$2,500.
- For stream 2 (path-to-employment), mentors will be paid the cost incurred in taking on the mentor, up to a maximum of \$6,000, through a contribution agreement.

How confidential are my sessions with a mentor?

Mentoring will touch on very confidential and sometimes personal issues. It is, therefore, essential that the working relationship between mentor and mentee be kept confidential.

What is my time commitment as mentee?

Together with your mentor, you will determine the time commitment based on your specific needs. However, it is important to engage in consistent communication with your mentor and work toward your identified goals.

What topics are covered during my mentoring sessions?

This will depend on your specific area of interest, and your goals and objectives. When you start the mentoring process, these areas of interest, as well as the goals and objectives, will be identified with your mentor and that will help guide the process.

How long does it take from when I apply to seeing the mentor?

It takes about 30 business days to go through the process from application to when a formal mentorship contract is signed. However, this is an estimate only, as it may vary depending on the volume of work. ITI will do its best to make sure there are no unnecessary delays in access to the program.

How long will the mentorship last?

This will depend on the timeframe mutually agreed upon by the mentor and mentee; however, the duration of mentorship for all program streams will be no less than three months and not exceeding five months.



Is a mentee allowed to do paid work for the mentor during the mentorship?

- Yes. For a mentorship arrangement under stream 2 of the program.
- No. For mentorship agreement under stream 1. If it is a mentorship that will lead to work, please apply under stream 2. Stream 1 applicants cannot be doing paid work for the mentor during the mentorship, but can do so before the mentorship begins and/or after the mentorship ends.

Contact

If you would like to apply to be a mentee in the Youth Mentorship for Tourism Program, please contact:

Tourism and Parks Industry, Tourism and Investment, GNWT Regional ITI Offices

Dehcho
(867) 695-7500

North Slave
(867) 767-9212

Beaufort Delta
(867) 777-7196

South Slave
(867) 872-8046

Sahtu
(867) 587-7171

Visit www.iti.gov.nt.ca/ymp to download application forms, read Frequently Asked Questions and much more.