

CIPMM

**Procurement & Materiel Management
Mentorship Program 2025**

Mentor's Tool Box



Welcome Mentors!

I have compiled some tips, tricks and resources that I find useful for planning my Mentoring Sessions and thought you may find them helpful in your planning.

Sections

A: Sample Agendas

B: Getting Ready

C: Keeping it Fresh!

D: Tried and True Topics

E: Procurement Pickles

F: List of Guest Speakers

G: If You Get Stuck

Section A – Sample Agendas

These are sample Agendas you can use for your planning. They are normally just used by the Mentor to keep the Mentorship Session focused and organized. They are not meant to be shared with Mentees. Part of the Mentorship experience is for the sessions not to turn into structured meetings but more like facilitated discussions.

Sample 1 (For First Meeting)

Agenda

- 1) Welcome & Introductions (Mentor & Mentee's each do a Quick Intro)
- 2) Mentor provides an overview of their career and why [you](#) are volunteering as a Mentor.
- 3) Mentor asks each Mentee to talk about their career and what they are looking to get out of the program (Career progression, networking, technical advice etc..)
- 4) Mentor asks Mentee's if they have specific topics they would like to cover over the program. Mentor provides some suggestions they would like to discuss (your own or from our list). Mention they can always email you suggestions prior to each session.
- 5) Decide when you will meet? (From 1:30pm to 3:30pm every second Wednesday of the month for example)
- 6) If time permits, spend some time discussing what they think are the biggest challenges and opportunities facing public procurement [or materiel management](#).
- 7) Closing remarks and ask how they will invest in themselves (stretch) by next month ☺ and reconfirm that you will send the invite series via Outlook Calendar and look forward to seeing them next month!

Section A – Sample Agendas (cont'd)

Agenda – Sample 2

- 1) Welcome & Check In with Mentees on how their month was and how did they do with their self-investment (stretch).
- 2) Discuss a recent news article concerning procurement or MM. What is important about this? How does it affect our work? Any lessons learned?
- 3) Facilitate discussion on monthly main topic (yours or theirs)
 - 1) Share a relatable story from your own career that aligns with the previous topic. What happened? What did you do? How did it turn out? Ask Mentees if they have any to share.
- 4) Procurement/[MM](#) Pickle of the Month. Choose a scenario that describes an ethical, technical, judgement based, people management, supplier/client relations [situation](#) etc... and ask what they would do and facilitate the discussion. Let them know what you would do or have done and why.
- 5) Open the floor- Anything anyone wants to discuss? Career advancement? Dilemmas?
- 6) Closing remarks and ask how they will invest in themselves (stretch) by next month.

Agenda – Sample 3
(for shorter guest speakers)

- 1) Welcome & Check In with Mentees on how their month was and how did they do with their self-investment (stretch).
- 2) Introduce Guest Speaker (Speaker presents for 30 min)
- 3) Facilitate Q&A between the Mentees and the Guest Speaker
- 4) Shortened discussion on your monthly main topic (yours or theirs)
- 5) Procurement/[MM](#) Pickle of the Month. Choose a scenario that describes an ethical, technical, judgement based, people management, supplier/client relations [situation](#) etc... and ask what they would do and facilitate the discussion. Let them know what you would do or have done and why.
- 6) Closing remarks and ask how they will invest in themselves (stretch) by next month.

**Agenda – Sample 4
(for longer guest speakers)**

- 1) Welcome & Check In with Mentees on how their month was and how did they do with their self-investment (stretch).
- 2) Introduce Guest Speaker (Speaker presents for 45 min)
- 3) Facilitate Q&A between the Mentees and the Guest Speaker
- 4) Share a relatable story from your own career that aligns with the guest speaker. What happened? What did you do? How did it turn out? Ask Mentees if they have any to share.
- 5) Procurement/[MM](#) Pickle of the Month. Choose a scenario that describes an ethical, technical, judgement based, people management, supplier/client relations [situation](#) etc... and ask what they would do and facilitate the discussion. Let them know what you would do or have done and why.
- 6) Closing remarks and ask how they will invest in themselves (stretch) by next month.

Section B: Getting Ready

- ✓ Select what platform you are using - Teams, ZOOM etc... and TEST IT!!
- ✓ Practice sharing your screen 😊
- ✓ Think about which topics interest you and prepare – our resources or your own
- ✓ Check Media for Procurement [/MM](#) related stories of interest
- ✓ Have a few of your career defining moments ready to share, the good, the bad and everything in between
- ✓ Have questioning techniques ready to draw out the more reserved Mentees
- ✓ Block the time in your calendar for all your monthly meetings until Oct and make them sacred
- ✓ The day before your mentorship session, consider sending a reminder email to the mentees and ask for any last minute topic suggestions they may have
- ✓ Don't take yourself so seriously! The Mentees are grateful to have you as their Mentor and don't expect you to be perfect. Some of my best sessions have been totally improvised!

- ✓ Get ready to have fun, learn and enjoy sharing your journey with the next great procurement and material management professionals.

Section C: Keeping it Fresh!

- ✚ Try to mix things up and go with the flow to where the group is going. Have a plan but be ready to set it aside
- ✚ Bring in a guest speaker, one on our list or colleagues, friends you know
- ✚ Keep up with the News! Mentioning current events in procurement [/MM](#) fuels discussion
- ✚ Ask a Mentee to prepare and lead a topic
- ✚ Pick a topic du jour – A new tool, policy etc..
- ✚ Step outside of your comfort zone
- ✚ Use the resources in your CIPMM Mentor Page
- ✚ Checkout the Procurement Community on GCPedia https://www.gcpedia.gc.ca/wiki/Procurement_community

Section D: Tried and True Topics

- How to prepare for a competitive process
- Success is built on Failure
- Future of Public Procurement or Materiel Management
- For the Love of Procurement : From IO to EX
- Procurement & Materiel Management Code of Conduct
- Ethical Dilemmas
- Trade Agreements
- Bid Evaluation
- Mandatory Methods of Supply
- Effective Debriefs
- PG Competencies and Certification
- How to effectively use ProServices
- Why does good materiel management matter
- The challenge of nailing down that elusive “requirement”

Section E: Procurement Pickles

Ask Mentees what they would have done under these circumstances. Use difficult or interesting situations you have come across in your career such as:

- **Difficult Clients**
- **SOW Nightmares**
- **No Bids ☹️**
- **Prioritizing files**
- **When things go horribly wrong!**
- **New methods of supply**
- **When you know your boss is wrong – Yikes! How to navigate troubled waters**

Here are some cases that the Procurement Ombudsman has investigated. They can be used for discussion on what would they have done differently. <http://opo-boa.gc.ca/sommaireenq-investsum-eng.html>

Section F: List of Guest Speakers

*Document is also available on Mentor Page

Speaker Bank				
First Name	Last Name	Email	Organization	Notes
Al	Garlinski	al.garlinski@pwgsc.gc.ca	Public Services and Procurement Canada	<p>Yes...I definitely would be interested. What good timing...I just finished participating on a panel discussion earlier today at Mt. Royal University on Critical Thinking & Problem Solving. (see attached) It was a really interesting and engaging session done virtually. (see attached)</p> <p>Please let me know what topic you would want me to present on...I'm open to ideas and suggestions. The timing is perfect, as the new Co-op students from the University start with the PSPC School of Procurement in mid-May.</p>
Alberto	Garcia-Vargas	alberto.garcia-vargas@pwgsc-tpsgc.gc.ca	Public Services and Procurement Canada	<p>I'll be very happy to be part of your bank of experts. The topics I can contribute to are:</p> <ul style="list-style-type: none"> · Promoting interjurisdictional collaboration through procurement · Identifying and addressing barriers for supplier diversification · How to influence and develop strong collaboration with clients and industry <p>Let me know if you need anything further from me and thank you for your consideration. Happy to do so for the first one (Promoting interjurisdictional collaboration through procurement) the others I have expertise due to previous positions, but would be happy to connect you with the current OPIs on them.</p>
Alex	Bergeron Marchand	alex.marchand@international.gc.ca	Global Affairs Canada	
Alexander	Jeglic	ajeglic@yahoo.com	Office of the Procurement Ombudsman	<p>I will let the Procurement Ombudsman reply relating to your first request about him joining the speaker bank.</p> <p>As for the CIPMM Virtual Summit of June 2021, yes, if possible, please reserve some time on June 3, 2021 for a presentation by OPO on one of its Knowledge Deepening and Sharing (KDS) studies. Would it be possible if at the moment, we kept the topic of presentation to something generic about KDS, until we have a bit more time to select our topic(s)?</p> <p>Something like: "In 2018, the Office of the Procurement Ombudsman launched a knowledge deepening and sharing (KDS) initiative to better understand key issues in federal procurement. Through the publication of KDS studies, OPO intends to share knowledge and provide meaningful guidance for federal procurement stakeholders."</p> <p>In the meantime, could you advise when you will need the topic(s) from us? We will likely be in a better position to know which topic(s) we would like to present on later in this quarter.</p>
Andrea	Knight	Andrea.Knight@tpsgc-pwgsc.gc.ca	Public Services and Procurement Canada	
Angus	O'Leary	angus.o'leary@tpsgc-pwgsc.gc.ca	Public Services and Procurement Canada	
Barbara	Robertson	Barbara.Robertson@elections.ca	Elections Canada	<p>Thanks for your email. What a great idea to create this speaker bank! I have transitioned to a new role and am no longer directly involved with procurement at Elections Canada; that said, I'd still be happy to be part of your speaker bank to speak to my past experience / ideas for the future related to procurement even though I'm not currently directly involved. If there was ever a case where the mentor or mentees wanted to connect or collaborate with Elections Canada I could certainly put them in touch with someone from the procurement team.</p> <p>Here are some topics which I could speak about: procurement modernization, managing innovation, process improvement, initiating/managing change, leveraging technology to support your day-to-day work (e.g. time management, task organization, meetings). 613-617-4029</p>

Brent	Hygaard	Brent.Hygaard@international.gc.ca	Global Affairs Canada	
Bronwynn	Guymer	mailto:bronwynn.guymer@forces.gc.ca	DND	Sure. Topics I am comfortable with: Materiel Management (of course) Logistics Leadership Empowering women in the workplace Functional Integration Military/Military Logistics
Carl	Barrelet	carlbarrelet@kpmg.ca; Thirion, Jérôme <jthirion@kpmg.ca>; Vu, Mimi <mimitvu@kpmg.ca>	KPMG	Thanks for the offer, I am adding Mimi Vu to this email, who is a Senior in Procurement Advisory. May I suggest that in the bank of mentors / speakers you have KPMG as a placeholder and depending on the topic we will propose that one of us in Advisory with the right subject matter expertise supports the event. In that way we better manage availability to support CIPMM.
Cathryn	Kallwitz	cathryn@rfpsolutions.ca	RFP Solutions Inc.	
Christophe	Raisonnier	Christophe.Raisonnier@international.gc.ca	Global Affairs Canada	
Daniel	Pilon	daniel.pilon@international.gc.ca	Global Affairs Canada	Carolyn sent email on Jan 24. He is a mentor.
Danielle	Aubin	danielle.aubin@tbs-sct.gc.ca	Treasury Board of Canada Secretariat	I'd be happy to join your speaker bank, but I couldn't commit to participating in anything until kids are back in school so perhaps later in Feb/March?
Dennis	Cowling	dlcowling@rogers.com	Department of National Defence	
Din	Begovic	din.begovic@tpsgc-pwpsc.gc.ca	Public Services and Procurement Canada	Carolyn sent email on Jan 24.
Emilio	Franco	Emilio.Franco@tpsgc-pwpsc.gc.ca	Public Services and Procurement Canada	
Gabrielle Rees	Rees	gabrielle.rees@international.gc.ca	Global Affairs Canada	Unfortunately, I'm unable to participate for this year, but please consider me for the future cohort.
Hart	Massie	hart.massie@coresourcing.org	Core and Supply Chain Canada	
Heather	MacDonald	HJmacdonald@fifclarkeservices.com	Royal Canadian Mounted Police	
Jamie	Madden	jamie.madden@tc.gc.ca	Transport Canada	Carolyn sent email on Jan 24. She is now a mentor.
Jean-Francois	Loyer	jean-francois.loyer@International.gc.ca	Global Affairs Canada	
Jessica	Johnston	Jessica.Johnston@tbs-sct.gc.ca		
Jessica	Sultan	Jessica.Sultan@tbs-sct.gc.ca		
John	Medoof	john.medoof@canada.ca	Canada School of Public Service	Carolyn sent email on Jan 24.
Josée	Doucet	josee.doucet@pwpsc.gc.ca	Senior Director, GCSurplus	Thank you for thinking of me. I would be happy to. I am a huge proponent of mentorship programs and the work CIPMM does. Let me give it some thought regarding subjects and come back to you.
Judith	Bennett	judith.bennett@forces.gc.ca	Department of National Defence	
Julia	Pinheiro	julia.pinheiro@forces.gc.ca	Department of National Defence	Sure – inventory management – materiel accountability – stocktaking -
Keri-Lee	Doré	keri-lee.dore@tpsgc-pwpsc.gc.ca	Public Services and Procurement Canada	
Lorenzo	Leraci	lorenzo.leraci@tpsgc-pwpsc.gc.ca	Public Services and Procurement Canada	
Lucie	Charron	Lucie.Charron@tpsgc-pwpsc.gc.ca	Public Services and Procurement Canada	
Lynda	Allair	seventowers@gmail.com	Seven Towers Consulting	Carolyn contacted Jan 22
Mariam	Stitou	mariam.stitou@international.gc.ca	Global Affairs Canada	
Marie-José	Régimbal	mailto:mjr@ambercrestlaw.ca	Ambercrest Law	Sure, count me in for the speaker bank. As for topics, I would be pleased to speak about anything legal and contracting. I don't think I could actually provide a list.
Mario	Beaulne	mario.beaulne@tpsgc-pwpsc.gc.ca	Public Services and Procurement Canada	
Maureen	Sullivan	maureen@neci-legaledge.com	NECI The Procurement School Inc.	
Michael	Conway	michael.conway@pwpsc.gc.ca	Public Services and Procurement Canada	
Mike	Owens	mj.owens@outlook.com	Supply Chain Canada	
Minh-Khai	Trinh	Minh-Khai.Trinh@international.gc.ca	Global Affairs Canada	I would be glad to join your speaker bank. Topics I can cover include: procurement of equipment in an international context, complex and sensitive procurement, fleet management, sharing my views on valued PG competencies.
Ricardo	Seoane	Ricardo.Seoane@tpsgc-pwpsc.gc.ca	Public Services and Procurement Canada	I would be thrilled to be added to your speaker bank. I'll send you a list of topics that I would be comfortable speaking to. I'll try and get you something soon.
Roxane	Séguin	roxane.seguin@tpsgc-pwpsc.gc.ca	Public Services and Procurement Canada	
Simona	Zar	szar@supplychaincanada.com	Supply Chain Canada	
Steve	Johnston	steve@rfpsolutions.ca	RFP Solutions Inc.	
Sylvain	Amyotte		Health Canada	
Trevor	Graham	trevor.graham@tbs-sct.gc.ca	Treasury Board of Canada Secretariat	I would be happy to be part of the speaker bank. Would I be talking about the competencies? Or the CMD? Or something different? Depending on the topic, there may be a more suitable match. Do you have any info on the mentorship program – Is the video on your site from the 2019-2020 mentorship program close enough to the current program that I should give it a watch?

Section G: If you get stuck

Call Me!!!

I am always available to help out or get a sub for you if you have a conflict or a last minute urgency and can't make your session. My self and the other returning Mentors are happy to help out if you need ideas/topics or have any questions.

Caroline Landry

Chair, CIPMM Procurement Mentorship Committee

Caroline.Landry@tpsgc-pwgsc.gc.ca

Cell. : 613-818-6675