



Mentorship Training

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Benefits of Mentoring



Purpose of the Mentorship Program:

- ▶ *Connection*- meet people that you would not normally meet
- ▶ *Advancement*- work on your goals with guidance
- ▶ *Growth*- an opportunity for feedback

Structure of the Mentorship Program:

- ▶ Complete application
- ▶ Pretest survey
- ▶ Get matched with mentor/ mentee
- ▶ Initiate first meeting
- ▶ Set a regular time to meet
- ▶ Mid program check in
- ▶ Continue with regular meetings and progressing toward goals
- ▶ Post test
- ▶ End of program celebration- Sept/ Oct

Overall Responsibilities

- ▶ Be transparent, objective, and maintain a high level of confidentiality
- ▶ Be available in person, by phone, email or other communication platform
- ▶ Commit to meet at a minimum of one time per month
- ▶ Arrange meeting dates on a time and place that is agreeable to both which allows for safe transformative conversations

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Mentee Roles and Responsibilities

- ▶ Guides the topics to be discussed
- ▶ Approach the mentor when necessary to discuss issues or ideas
- ▶ Ask for feedback and advice
- ▶ Thought partner with the mentor
- ▶ Provide reflections from previous meetings and any challenging encounters
- ▶ Be accountable for decisions and actions
- ▶ Be goal oriented and willing to take risks
- ▶ Maintains the mentor/mentee meeting log

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Mentor Roles and Responsibilities:






- ▶ Be an authentic and transformative leadership role model
- ▶ Be available to provide support, guidance and professional advice
- ▶ Exhibits enthusiasm for healthcare and leadership advancement
- ▶ Promotes lifelong learning, professional growth and enrichment
- ▶ Actively listens and engages in conversation to provide guidance and feedback
- ▶ Helps guide the mentee to set realistic and achievable goals

Mentor Roles and Responsibilities Continued:

- ▶ Values the opinions and initiatives of others
- ▶ Be accessible between meetings if an unexpected need arises
- ▶ Shares own experiences and references additional resources when necessary
- ▶ Helps to identify areas of professional opportunity
- ▶ Use open ended questions to explore thoughts, ideas, and options
- ▶ Celebrate moments of success and achievement

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Goals

S	Specific	Make your goals specific and narrow for more effective planning.	
M	Measurable	Define what evidence will prove you're making progress and reevaluate when necessary.	
A	Attainable	Make sure you can reasonably accomplish your goal within a certain timeframe.	
R	Relevant	Your goals should align with your values and long-term objectives.	
T	Time-based	Set a realistic, ambitious end-date for task prioritization and motivation.	

SMART goals

- ▶ This structure makes it more likely to achieve your goal
- ▶ Guides mentorship discussions encouraging engagement
- ▶ Importance of SMART goals:
 1. Clarity and Focus
 2. Measurability and Accountability
 3. Realistic and Achievable
 4. Timebound

Not sure on your goals...

- ▶ Create a 6 word career personal statement
- ▶ What would you like to be remembered for?
- ▶ What is important to you?
- ▶ What problems do you run into day after day? How would you solve it?
- ▶ Who is doing work that seems interesting to you? Can you create a similar project?

Top tips for Mentoring

Before you start:

Agree where and how you will meet:

- Face-to-face
- Phone
- Skype/zoom
- .. and how often
- Have a conversation to agree what you would both like to gain from the mentoring relationship.



Mentoring is a supportive form of development that helps an individual manage their career, improve their skills.

A mentor should be:

- Compassionate
- Inquisitive
- Positive
- Authentic
- Approachable
- Encouraging
- Kind



Did you know?

Mentoring is about sharing skills. A mentor can be more senior than the person they are mentoring, or more junior (reverse mentoring)

Able to listen well, ask open questions, offer non-judgemental constructive feedback.

Willing to share knowledge, expertise, experience, resources.



HORIZONS

Open Forum

- ▶ Share goals you are working on with your mentor.
 - ▶ What was the process of determining your goal?
 - ▶ Why is it important to you?
- ▶ How else can we support you?
- ▶ Questions/ concerns? email mentorship@ucsf.edu