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

From the UCSF Leadership Institute
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

From the UCSF Leadership Institute
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

From the UCSF Leadership Institute
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

From the UCSF Leadership Institute
Goals

- **Specific**: Make your goals specific and narrow for more effective planning.
- **Measureable**: Define what evidence will prove you're making progress and reevaluate when necessary.
- **Attainable**: Make sure you can reasonably accomplish your goal within a certain timeframe.
- **Relevant**: Your goals should align with your values and long-term objectives.
- **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.

**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).

**A mentor should be:**
- Compassionate
- Inquisitive
- Positive
- Authentic
- Approachable
- Encouraging
- Kind

- Able to listen well, ask open questions, offer non-judgemental constructive feedback
- Willing to share knowledge, expertise, experience, resources
- Knowledge + expertise

**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