Mentorship Training

BY: BETHANY GELERIS AND THE MENTORSHIP COMMITTEE

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

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

Mentor Roles and Responsibilities:

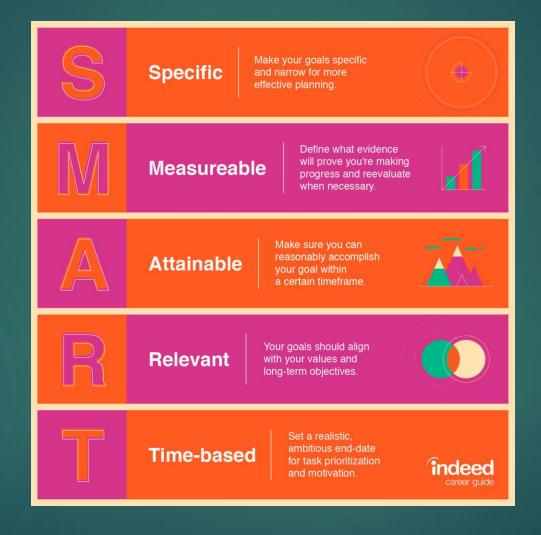
- Be an authentic and transformative leadership role model
- Be available to provide support, guidance and professional advice
- Exhibits enthusiasm for healthcare and leadership advancement
- Promotes lifelong learning, professional growth and enrichment
- Actively listens and engages in conversation 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

From the UCSF Leadership Institute

Goals



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 to 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 or Mentoring

Before you start:

Agree where and how you will meet:

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



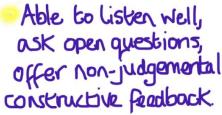
Mentoring is a supportive form of development that helps an individual manage their career, improve their skills.



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

A Mentor Should be:

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



Willing to share knowledge, expertise, experience, resources.





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