

Mentor Guide

Questions to consider before speaking with your mentee for the first time:

- Why have I chosen to be a mentor?
- What do I hope to get out of this experience?
- What do I have to share?

Points for discussion during your first meeting:

- Agree to a schedule for your upcoming meetings.
- Your communication preferences.
- Provide a general overview of your background, experience, and expertise.

Setting goals with your mentee during your first meeting:

- Charge your mentee with setting a few (2-3 is fine to start) SMARTER goals with you, in areas that they want to grow and will look to you for guidance:
 - Specific: Is this narrow enough?
 - Measurable: How will I be able to tell whether I have achieved this goal?
 - Attainable: Can I create an action plan that helps me achieve this goal?
 - Realistic: Is it reasonable to expect that I will achieve this goal?
 - Timely: Can I achieve it by my deadline?
 - Ethical: Is the goal ethical?
 - Recorded: Is the goal recorded and understood between the mentee and mentor?
- Suggested areas for them to consider:
 - Being a good leader/manager
 - Building relationships/networking
 - Creating work/life balance
 - Developing my career
 - Understanding the healthcare field
 - Understanding the culture of healthcare

Remember:

- Get to know your mentee by offering personal information about your life, career, strengths and weaknesses. Being open and friendly helps them to be able to be the same way with you.
- Your mentee may be entering into a different area of healthcare than you. You still have advice and wisdom to share with them as an experienced person in the industry.
- Take direction from your mentee's goals. Your goal is to provide answers to questions and background information, not to tell them what to do.
- Make sure to tell your mentee that you are interested in their success. It is a simple statement that helps build trust.

Mentee Guide

Questions to consider before speaking with your mentor for the first time:

- Why do I want to be mentored?
- What areas do you want to grow in?
- What do I hope to get out of this mentoring partnership?

Points for discussion during your first meeting:

- Agree to a schedule for your upcoming meetings.
- Your communication preferences.
- Provide a general overview of your background, experience, education, & career aspirations.
- Your goals for the mentoring experience .

Setting goals with your mentor during your first meeting:

- Set a few (2-3 is fine to start) SMARTER goals, in areas that you want to grow:
 - Specific: Is this narrow enough?
 - Measurable: How will I be able to tell whether I have achieved this goal?
 - Attainable: Can I create an action plan that helps me achieve this goal?
 - Realistic: Is it reasonable to expect that I will achieve this goal?
 - Timely: Can I achieve it by my deadline?
 - Ethical: Is the goal ethical?
 - Recorded: Is the goal recorded and understood between the mentee and mentor?
- Suggested areas to consider:
 - Being a good leader/manager
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 - Developing my career
 - Understanding the healthcare field
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Remember:

- Ask questions when you have them. There are no stupid questions!
- Your mentor may have a different area of expertise/experience than you anticipate heading in yourself. There's still a lot to learn from someone who has a great deal of experience in healthcare leadership, and it's always helpful to make another connection in the industry.
- Be open and receptive to feedback.
- If you agree to a certain action, follow through. Report back to your mentor on what did or didn't work.
- If you don't agree with a suggested action, say so and discuss alternatives. If you feel you're being misunderstood, speak up and clarify goals.
- Your mentor is an advisor and guide, but cannot make decisions for you.
- Be appreciative of the time your mentor is spending with you.