**Mentoring program: Strategies for Success for Mentees**

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| **How can a mentor help?**   1. A safe place to talk 2. Sounding board/brain to pick 3. Kick in the pants 4. Shoulder to lean on 5. Candid feedback 6. Push back | **Why do junior faculty need a mentor?**   1. Help navigate the organization 2. Raise the bar of performance 3. To challenge oneself 4. Accelerate learning 5. To develop oneself as a leader 6. To prepare for the next career move |

**Four phases of a Mentoring Relationship:**

1. **Getting Ready**
2. **Establishing Agreements**
3. **Facilitating Learning**
4. **Closure (Looking back and moving forward)**

**Getting Ready**

**Selecting the right mentor**

1. Know what you are looking for
2. Make a list of criteria
3. Prioritize your “wants”
4. Identify the characteristics, skills, knowledge, and experience you are looking for in a mentor
5. Get referrals from chairs, division chiefs, other faculty members
6. Talk to potential mentors
7. Screen candidates against your “musts”

**The First Conversation**

* Review CV or Bio of your mentor before the first meeting
* Spend time getting to know one another
* Ask your mentor to share his/her story
* Share stories on individuals that made a profound impact on your life or your development to this point
* Describe past mentoring experiences
* Articulate your learning goals
* Describe what you want to accomplish from a mentoring relationship
* Set next meeting date or check-in time before the conclusion of the current meeting

**Establishing Agreements**

1. Mentoring goals should be SMART (specific, measurable, attainable, relevant, time-bound)
   1. Goals can be “Do” goals related to knowledge, skills, job functions or performance
   2. Goals can be “Be” goals related to character development & emotional intelligence
2. Decide how you will measure your success
3. Who will be responsible for what?
   1. Setting the agenda?
   2. Initiating calls?
4. Establish relationship norms and ground rules
5. Set confidentiality safeguards for the relationship

**Facilitating Learning**

1. Make sure you meet regularly (at least quarterly)
2. Agree to the next meeting date/time after each meeting
3. Periodically obtain your mentor’s perspective on how things are progressing; Ask for feedback.
4. Evaluate meetings and decide how to make them productive; consider setting agenda for each session.
5. Share new insights with your mentor.
6. Provide feedback to your mentor on how you are using and applying what you are learning.
7. Modify your learning goals as appropriate.

**When receiving feedback:**

* + - Engage in active listening
    - Keep an open mind
    - Avoid defensiveness when feedback is negative
    - Keep a positive attitude
    - Acknowledge the other person’s point of view
    - Summarize your understanding of what was said
    - Share your feelings about the feedback
    - Take time to process input and set a later date for an action plan

**Closure: Looking Back/Moving Forward**

1. Plan for it
2. Describe the positive benefits on what you’ve learned and from being in the relationship
3. Talk about how you are applying what you learned
4. Discuss how you can take your learning to the next level of application
5. Decide how or if you will maintain contact with your Mentor
6. Celebrate your success
7. Give thanks to your mentor; find a personal way to express your appreciation
8. Consider lessons learned for your next mentoring relationship and ways you can be a Mentor to someone more junior than you