MSM *e*Mentoring

**Program Introduction &
Mentor & Mentee Training
February 27, 2018**

About the Program

- Voluntary self-directed, online mentoring program facilitated by **MentorcliQ**
  - a software program that uses algorithms to match Mentees with Mentors in mentoring relationships to discuss career goals, development of various skills and competencies, among others.
- Will include:
  - ✓ Resource materials
  - ✓ Database of mentors
  - ✓ Suggestions on how to start a mentoring relationship
  - ✓ Training materials
  - ✓ Program benefits
  - ✓ Program evaluations
- Online program will be augmented by in-person events
- 6 month program with renewal options (rolling enrollment)

Why eMentoring?

- *Mentoring has become an increasingly prevalent way of providing career guidance and increasing organization cohesion and morale. Using the wisdom that exists within an organization optimizes organization strengths while developing new talent.*

- Our mission is **to facilitate these potential mentoring relationships with an online mentoring program that makes the connections as seamless, time efficient, and beneficial as possible for both mentor and mentee**.

Career & Professional Development at MSM

	MSM eMentoring	HR Professional Development Program	Mentoring Academy	Learning Management System	OEPE	Faculty Development Program	Presidential Fellows
Provides both training & mentoring opportunities	X	X	X			X	X
Self-directed	X				X		
Online	X			X	X		
Open to all MSM faculty & staff	X	X			X		
Flexible (Both formal & informal elements)	X						

In-Person Events

&MSM eMentoring
2018 Events Calendar

JANUARY 25
Speed Mentoring
(12:30pm -1:30pm)

FEBRUARY 20 & 27
Lunch with Leaders
(12:30pm -1:30pm)

Meet Your Mentor
(12:30pm -1:30pm)

MARCH 15
Lunch with Leaders
(12:30pm -1:30pm)

APRIL 17 & 25
Lunch with Leaders
(12:30pm -1:30pm)

Lunch with Leaders
(12:30pm -1:30pm)

JULY 12
End of Cycle Celebration
(12:30pm -1:30pm)

MOREHOUSE
SCHOOL OF MEDICINE

To reach your profile:

https://msm.mentorcliq.com

Login & Password same as MSM

- **Please make sure to take the brief surveys eMentoring sends so we can keep up with your progress and provide you with valuable mentoring reports.**

Mentor/Mentee Training

Defining The Terms

Mentor

A Mentor is…
- An individual with expertise who can help develop the career goals of a mentee.
- Someone who can help the mentee learn the ropes and prepare for career advancement.
- Someone who can help the mentee develop a sense of competence and clarity of identity.

A Mentor is Not…
- A Manager
  - A Mentor should not direct actions or make decisions rather they should guide mentee insight into their own careers.
- Just a Resource
  - Mentees should be sensitive to the difference between asking for help/advice from your mentor and demanding favors from your mentor.
- The Only Resource
  - One mentor is unlikely to fulfill all developmental needs

Mentee

A Mentee is…
- In the role of "learner" in mentoring relationships, regardless of the age or position of the mentor and mentee.
- Open to feedback.

A Mentee is Not…
- A passive member of the team
  - Mentees should be clear on what they want from the mentoring relationship and be a proactive part of getting those goals accomplished.
- A mentorship relationship will be as successful as the mentee makes it

Remember:
A Mentor-Mentee relationship does not guarantee a raise or a promotion. It is one piece of the mentee's career development plan.

Tools & Tips

Tools & Tips

1.   **Develop a Communication Plan**
    a) Mentors: Let your mentee know when you are free and set up times you can talk.
    b) Mentees: Follow up on communication times with calendar invites.

    TIP: Setting up a set time often works ex: *15 minute Monday check-ins at 11 am.*

    a) The program suggests touching base at least 4 times a month to ensure a fulfilling mentoring relationship.

    Remember : Touching base can be an email, on the phone, or in person.

"The art of communication is the language of leadership."
—James Humes

2. Define goals for your mentoring relationship

a) Setting up goals will help the mentor meet the needs of the mentee and define the mentoring relationships.

- Examples:
    - Does the mentee want to build or hone their skills?
    - Do they want to change careers?

b) SMART Goals

a) Specific, Measurable, Attainable, Relevant, & Time-bound

"Setting goals is the first step in turning the invisible into the visible."

—Tony Robbins

Tools & Tips

Example of goals:
a) Mentee goals
- To develop a leadership role to prepare for future growth in the next two years.
- To gain a greater awareness of opportunities and activities that can broaden my education this academic year.

b) Mentor goals
- To advise and make recommendations on best practices surrounding mentee's objectives/ goals during the mentoring relationship.
- To provide guidance and support by creating an atmosphere of openness where meaningful communication and trust can exist.

3. Develop or Share the Mentee's IDP

a) An individual development plan (IDP) is a template to assist professionals in their career and personal development.

b) Great templates to develop an IDP plan can be found online. Several resources can be found on our website.

"We can't become what we want to e by remaining what we are."

—Max DePree

IDP Example

CREATING EFFECTIVE GOALS FOR YOUR IDP

IDP
The Individual Development Plan (IDP) is a tool meant to help you think about and take control of your career, outline your short- and long-term career goals, and determine how to reach them.

BRAINSTORMING
Key Questions:

What am I good at in my current position? In what areas could I improve?
What do I need to succeed where I am today?
What are my short-term goals? What will I need to get there?
What is available to me in my current position that can help me reach my goals?
What is my long-term goal(s)? What will I need to get there?
What skills, experiences, knowledge, or certifications will I need?

BEST PRACTICES

Write SMART Goals
These are Specific, Measurable, Attainable, Realistic, and Time-Bound.

Set Deadlines
Deadlines will hold the planner accountable for achieving the goal.

Discover Resources
An effective goal will outline specific resources that support the outcome.

Identify Developmental Activities
Developmental activities can provide an individual with useful education and skills.

Plan Goal Steps
Planning the steps to achieving a goal will provide a roadmap to success.

TIPS & TRICKS

Explore online courses.

Focus on return on investment.

Join professional associations.

Ask for advice & mentoring.

From: https://academy.govloop.com/pdf-viewer/?file=https://academy.govloop.com/wp-content/uploads/sites/2/2015/04/IDP-QRG-4-14-15.pdf

IDP Example

SAMPLE IDP – Individual Development Plan

SAMPLE

Meet Jill Robinson

City of Denver, Office of the Chief Information Officer (OCIO)
Current Position: IT Systems Engineer

Future Positions:
- Short term – Senior Systems Engineer
  - requires continued work & success, possibly certification(s)
- Long term - Information Technology (IT) Architect
  - requires certifications & possibly advanced degree

SHORT TERM GOALS

- **Attend the Advanced IT Seminar** that my manager is leading next month as the first step in building the IT skills necessary to become Senior Systems Engineer.
- **Complete the Career Aptitude test** by the end of June.
- **Research the graduate programs** in the area that have a terminal degree that complement my goal of the IT Architect position.
- Learn more about the position of IT Architect by reaching out to John Smith, a former supervisor, and **ask him to be my mentor**.
- **Complete the Myer-Briggs test** to learn more about personality strengths and how they can expand my leadership skills.

LONG TERM GOALS

- **Attend a Leadership seminar** to ease my way back into education, followed by a **self-paced online course** in IT, and then **enroll in a Masters** of Computer Science degree, all to aid in goal to become an IT Architect in the future.
- Sign up to receive email updates when new articles are posted about advances in Information Technology. I will **read at least one article** each week in an effort to continuously expand my IT knowledge.
- **Enroll and complete the Masters program** in Information Technology at the University of Colorado by 2017.
- **Attend a national conference** with a focus on IT this summer and each following year annually for the entirety of my career.
- **Read literature** to expand knowledge of emerging technologies now, **attend a leadership seminar** next month, then go through **mentoring** to aid in promotion to Senior Systems Engineer.

From:
https://academy.govloop.com/pdf-viewer/?file=https://academy.govloop.com/wp-content/uploads/sites/2/2015/04/Sample-IDP-Jill-Robinson-4-14-15.pdf

4. Create a secure space

a) What happens in a mentoring session stays in a mentoring session.

- Set up guidelines for mutual respect and understanding.

5. Engage your active listening skills

a) Give your full attention.

b) Don't interrupt unless to clarify (and do not see another opportunity).

c) Take notes when appropriate and repeat if necessary for clarity.

d) Repeat action items at the end of the session.

"One of the most sincere forms of respect is actually listening to what another has to say."
—Bryant McGill

6. Document your progress.

a) Documentation helps move the relationship forward with everyone on the same page

b) Documentation can include:

  a) Emails

  b) Brief notes

  c) Action items

c) Documentation should not be a tedious process.

7. Avoid Common Pitfalls

a) Respect mentors' time

b) Avoid getting defensive when a mentor disagrees or provides feedback

c) If irreconcilable conflicts occur, contact ementoring@msm.edu.

    a) Negative mentoring relationships reduce job satisfaction and increase stress.

From: 1.http://diversity.arizona.edu/sites/diversity/files/for_mentees_0.pdf

Tools & Tips

How to Engage a Mentor or Mentee That is Not Communicating:

1. Remember the respect rule.
2. Make correspondences clear & detailed.
3. Align & realign relationship e
4. Change the meeting style.
5. Revisit goals.

From: 1. https://www.mentorcloud.com/blog/2014/12/31/innovative-ways-to-keep-your-mentees-engaged

After the Program

After the Program

- We encourage the mentoring relationships to continue whether in or out of the eMentoring system. However, many mentoring relationships reach their logical end for several reasons.

- Mentees should follow up with their mentor after the program to keep in touch and share their progress.

TO DO- NEXT STEPS

Mentees (Next 2 Weeks)
1. Develop a Communication Plan with your Mentor
   a) Let your mentor know when you are free and set up times you can talk.
   b) The program requires touching base at least 4 times a month to ensure a fulfilling mentoring relationship.
      - Touching base can be an email, on the phone, or in person.
2. Develop an Individual Development Plan
   a) An individual development plan (IDP) is a template to assist professionals in their career and personal development.
      a) Great templates to develop an IDP plan can be found online.
      b) Several resources can be found on our website.
3. Define Goals for your mentoring relationship
   a) Do you want your mentor to help you build or hone their skills? Are you interested in changing careers? Setting up goals will help you create a clear expectation to your mentor of what you would like your relationship to touch upon

Mentors (Next 2 Weeks)
1. Confirm your availability with your mentee.
2. Confirm goals for your mentoring relationship.

Thank You!

Contact Information
ementoring@msm.edu

We will respond to your requests within 24-48 hours.

MSM eMentoring

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