

BEING A GREAT MENTOR

Ellen K. Harvey, Ph.D.

January 11, 2016

Objectives for Mentors

- Develop insight into your role as a mentor and specifically as a mentor to your NLI fellow.
- Provide guidance, support, and resources as your NLI fellow works towards achieving their:
 - Individual leadership development goals and
 - Collaborative projects goals toward shaping health care delivery models.
- Facilitate translation of leadership training to the fellow's role in their institution as a member of Maryland's nurse leadership network.

Top Tips for Mentors

- Understand your mentee's goals and aspirations
- Express your desire and enthusiasm to help them learn and succeed
- Listen deeply
- Ask open-ended questions to help them explore concerns and see possibilities
- Provide knowledge or advice

Top Tips (continued)

- Share resources, e.g., articles, books, techniques, strategies, experiences
- Serve as a connector
- Provide feedback
- Be an active learner yourself

Expectations

- Mentor/mentee pairs will meet monthly from January – September.
- Pairs should decide in advance how long to meet (45 minutes to an hour is typical) and whether to meet in person or by phone/skype (locations away from the workplace are preferable).
- If meeting by phone/Skype, strive for 2-3 in-person meetings.
- Create agendas for each meeting/call (mentee's responsibility) and circulate in advance.
- Establish some common ground rules for meetings, e.g., confidentiality, turning off devices, avoiding interruptions, etc.
- Give as much notice as possible if someone has to reschedule

Structuring the Conversations

- Start with greetings/check in/what happened since last meeting (5-10 minutes)
- Create or review the agenda – if multiple topics, decide which to discuss first (5 minutes)
- Mentee describes their challenge or what they'd like help with (5 minutes)
- Mentor listens, asks open-ended questions to deepen understanding of the challenge, and paraphrases what they've heard (15 minutes)
- Mentor serves as a sounding board and can offer suggestions, resources, people to contact, when appropriate. (10 minutes)
- Move to second topic and repeat last 3 steps
- At the end of the meeting, mentee agrees to take action(s) regarding their challenge before the next meeting and to report back to the mentor (2 minutes)
- Check out – any final thoughts, appreciations, and scheduling of next meeting (5 minutes)