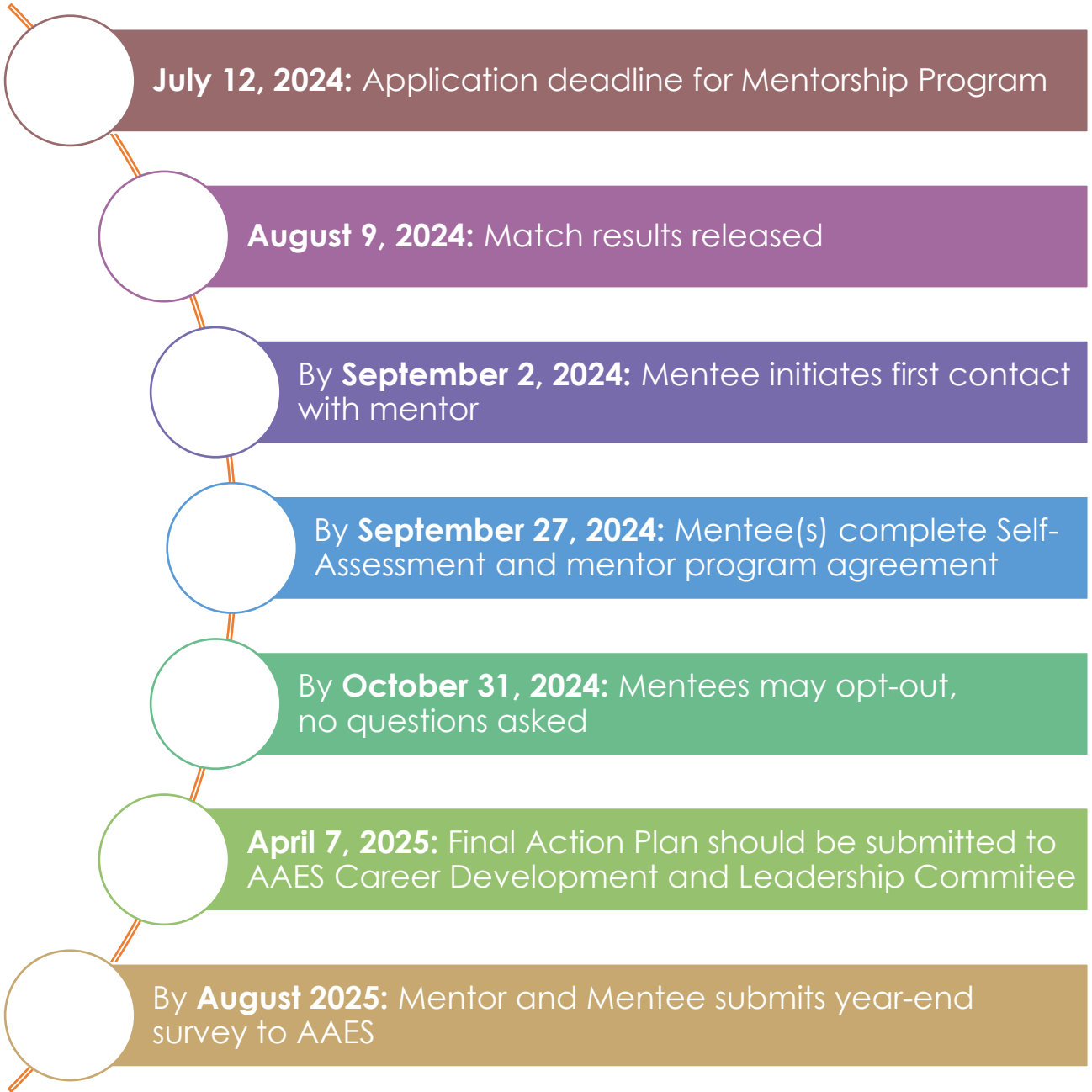


# 2024-2025 AAES MENTORSHIP PROGRAM

Presented by the Career Development and Leadership Committee



## MENTORING PROGRAM TIMELINE



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## FOSTERING THE MENTOR-MENTEE RELATIONSHIP

Although each mentoring family/team will move through these stages at their own pace, the AAES mentorship program should be designed to help mentor-mentees move through all three stages at the conclusion of the 1 year formal program.

### Exploration

- Learn personal history, exchange CVs
- Mentees communicate self-identified issues and needs
- Set ground rules

### Understanding

- Mentor(s) learn mentee(s)' focus, strengths, challenges
- Help mentee establish priorities and goals

### Action Planning

- Develop written, co-signed final action plan
- Outcomes will be tracked

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## Guidelines for the Mentoring Sessions

### Initial Mentoring Session

#### 1. Introductions

- Establish relationships - Take time to establish relationships at onset of the session. Each should summarize respective personal histories. Discuss the mentee's professional goals. Discuss the challenges, interests, or themes the mentee might be facing.
- Set ground rules for future interaction/mentoring sessions - Establish rules, such as no multitasking (texting, email). Determine the frequency of subsequent meetings/conference calls. Agree on conduct, such as confidentiality, no idea is a bad idea, etc.

#### 2. Learn more about each other

- Exchange CVs and each member should take about 5 minutes to review the other's CV
- Discuss commonalities, common interests or themes
- Mentors should give an impression of the following:
  - Focus Area(s)
  - Service (involvement in committees or organizational work)
  - Scholarships
  - Previous mentoring experiences
  - Documentation/capturing of experiences

#### 3. Discuss development of an Action Plan by the mentee based on their goals and desired outcomes

#### 4. Establish date and time of your first follow up meeting/call

### Subsequent mentoring sessions

#### 1. Communicate times and dates clearly

Remember time zones and clearly identify times. Always indicate the next conference call/meeting date and time.

#### 2. Set an agenda with sufficient lead time

# 2024-2025 AAES MENTORSHIP PROGRAM

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Give each meeting/call a title or subject area to be covered. Establish the goals of the meeting/call and the actions items to be addressed. Make pre-meeting/call preparation clear (examples): Background reading, etc.

### **3. Use conference call etiquette**

Use the mute button when there is background noise or when typing. If background noise exists (airports on cell phones, other phone calls, knocks on the door, pages, etc.), address it directly. Ask the individual to try another means of calling in if needed.

### **4. Summarize at transition points in the agenda**

Use these summaries to obtain consensus as a read-back means of obtaining feedback.

### **5. Ending the meeting/call**

Summarize major decisions, assignments, and action steps.

### **Other Considerations for the Mentoring Relationship**

**1. If working on a project together, discuss authorship on any abstracts, manuscripts, workshops, early on.**

**2. Provide and review timelines and deadlines often. Offer interim updates between scheduled meetings.**

**3. Establish a means of receiving feedback on your role as a mentor.**

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## GUIDELINES FOR SUCCESSFUL MENTOR-MENTEE RELATIONSHIP

### How to be a “good” mentor

There is no single best recipe to become a good mentor. Some behaviors and skills are more common in successful mentors such as being approachable, practicing active listening, and constructive questioning.

Some suggestions for the mentor:

- Allow the mentee to lead the agenda
- Focus on what the mentee wants and whether there are actual or perceived blocks for success
- Empower the mentee to find their own solutions to their concerns
- Enable the mentee to verbalize her/his plan as this helps with building confidence, commitment to their goals, and encourages self-understanding.

### How to be a “good” mentee

Mentees are most successful when they are open to new opportunities, focused, collaborative, motivated, invested and accountable. Regardless of the level of expertise of the mentee, it is her/his responsibility to identify the purpose of the mentoring relationship and to drive the agenda.

The mentee should not expect to be a passive recipient of guidance of the mentor’s wisdom; they must be active in identifying their needs and working to address them with the mentor.

Below are tips to optimize your success as a mentee.

# 2024-2025 AAES MENTORSHIP PROGRAM

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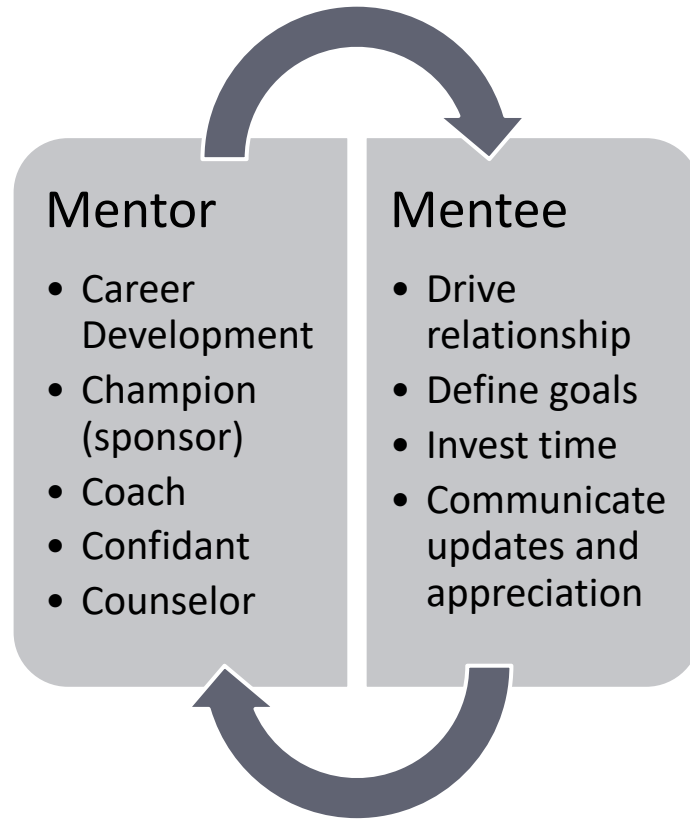


## 10 Tips to be a Successful Mentee

- Drive the relationship. Know what you want from the mentor-mentee relationship. Tell your mentor how she/he can be helpful to you.
- Define your goals and desired outcomes.
- Invest enough time in the relationship. Schedule your mentor meetings and make them a priority. A minimum of 5 interactions is required over the course of one-year to establish a successful mentoring relationship.
- Develop an agenda (list of questions) for each mentor meeting.
- Maintain an open mind, and do not be afraid to be challenged.
- Ask your mentor for feedback periodically.
- Reflect on feedback from you mentor. What are you doing well? In what ways can you improve? Develop a personal improvement plan.
- Take advantage of opportunities your mentor offers you if it fits your career goals. For example, joining an AAES committee or taking on a leadership role in an organization that may lead to national recognition.
- Go to a meeting with your mentor and ask your mentor to introduce you to people that you might want to collaborate with or who have similar interest.
- Tell your mentor how much the relationship has helped you or how much you appreciate the advice that has been given. Regularly update your mentor on your successes and explain how your mentor's work contributed.

# 2024-2025 AAES MENTORSHIP PROGRAM

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## Mentorship Program Agreement

### Commitment

We request that the Mentor complete their portion, sign and date, and then forward the form to the Mentee to complete and return by **September 29, 2023**.

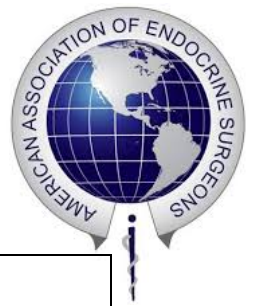
<b>Mentor Name:</b>	
<b>Best way to contact me:</b>	
<b>Preferred meeting days:</b>	
<b>Preferred meeting times and meeting length:</b>	
<b>Proposed frequency of meetings</b> (every other week, once a month, etc.)	
<b>Professional meetings I plan on attending this year where we could meet:</b>	

If unforeseen events arise and I cannot make the scheduled meeting, I commit to contacting my partner at least two hours beforehand.



# 2024-2025 AAES MENTORSHIP PROGRAM

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<b>Mentee Name:</b>	
<b>Best way to contact me:</b>	
<b>Preferred meeting days:</b>	
<b>Preferred meeting times and meeting length:</b>	
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## Confidentiality

Trust must trust and be trustworthy, to be trusted. It is one of the most, if not the most, important factor in a mentoring relationship. Mentoring partners will share information about one another throughout their association. Partners must be clear on the limits they place on the information they share. Establishing clear boundaries is a big step toward building trust and a successful relationship.

What we discuss will stay between us, unless we give each other permission or ask for permission to share information with others.

Add any other conditions you each would like to agree on as part of the relationship.

Mentor Signature/Date:

Mentee(s) Signature/Date:

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## **Mentorship Program Mentee Self-Assessment**

**(Complete and submit to your Mentor within the first 30 days of the program.)**

1. Where do you want to be in the next 5 years? (Be as specific as possible.)
2. Identify the key elements needed to achieve this goal in general.
3. List the assets, skills, and experiences that you currently bring to the table?
4. Are there weaknesses in training, skills, or experience that will impede your success?
5. Identify potential ways to “fix” each of these deficiencies.
6. What are the top three things you need from your mentor(s) in order to be successful?

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## **Mentorship Program Mentee Action Plan**

**(Complete and submit first draft for review with your Mentor within the first 30 days of program. Final action plan to be submitted to Career and Leadership Development Committee by April 7, 2024)**

<b>Mentee Name:</b>
<b>Mentor Name:</b>

**Mentee needs assessment and expectations of program:**

**Mentee overall goals:**

**Goals** are lofty and broad, and may be short term or long term.

For each **Objective**, list the strategies to achieve the objective, the evidence that proves the objective has been met, and detail the time to accomplish the objective.

**Goal 1:**

--

**Objective 1:**

--

<b>Strategies</b>	<b>Evidence</b>	<b>Timeline</b>

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## Goal 2:

## Objective 2:

Strategies	Evidence	Timeline

## Goal 3:

## Objective 3:

Strategies	Evidence	Timeline