So you have signed up to be a mentor! What Happens Next?

Darshana Shah, PhD.
Associate Dean, Office of Faculty Advancement.
10-9-2019
## Mentor Dos and Don’ts

<table>
<thead>
<tr>
<th>DO</th>
<th>Don’t</th>
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<tbody>
<tr>
<td>Listen actively</td>
<td>Fix the problem</td>
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</table>
| Support and facilitate networking and brokering | Take credit  
Or Take over                                         |
| Promote independence  
Teach by example | Lose critical oversight—allow friendship to cloud judgment  |
| Be aware of role conflict               | Threaten, coerce or use undue influence                     |
| Encourage and motivate mentee to move beyond their comfort zone | Condemn (mistakes or lack of agreement are not career altering disasters) |
Best Practice – Mentoring Circle

- Circles work best with between five and eight members participating.
  - Although circle mentor leaders manage individual mentoring circles, it still needs a circle coordinator to manage! Mackenzie Fravel

- Develop an efficient way for participants to participate in the circle
  - Process and ground rule in place
  - Use inclusive language when speaking
  - Ask open-ended questions rather than yes/no questions
  - Everyone has opportunity to talk

•
JCESOM - Mentoring Circle
16 Domains
15 Mentors
43 Mentees
<table>
<thead>
<tr>
<th>Resource Identification &amp; Access (Inside &amp; Outside JCESOM) [20]</th>
</tr>
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<tbody>
<tr>
<td>Alexandrine Ratnani</td>
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<tr>
<td>Nalini Santanam</td>
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<tr>
<td>Darshana Shah</td>
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<thead>
<tr>
<th>Building Professional Networks (28)</th>
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<tbody>
<tr>
<td>Kimberly Broedel-Zaugg</td>
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<td>Gayle Brazeau</td>
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<th>Grant Writing (14)</th>
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<tbody>
<tr>
<td>Nalini Santanam</td>
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<th>Interpersonal Communication Skills (15)</th>
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<tbody>
<tr>
<td>Alexandrine Ratnani</td>
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<tr>
<td>Cynthia Jones</td>
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<tr>
<td>Gayle Brazeau</td>
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<tr>
<td>Sheena Pramod</td>
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<tr>
<th>Conflict Management (11)</th>
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<tbody>
<tr>
<td>Dipali Nemade</td>
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<tr>
<td>Gayle Brazeau</td>
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<th>Oral Presentation Skills (19)</th>
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<tbody>
<tr>
<td>Gayle Brazeau</td>
</tr>
<tr>
<td>Sheena Pramod</td>
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<th>Time Email &amp; Energy Management (13)</th>
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<tbody>
<tr>
<td>Brittany Riley</td>
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<tr>
<td>Beverly Delidow</td>
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<tr>
<th>Appointment, Promotion &amp; Tenure (6 Med, 2 Pharm)</th>
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<tbody>
<tr>
<td>Brittany Riley (Pharm.)</td>
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<tr>
<td>Kimberly Broedel-Zaugg (Pharm.)</td>
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<td>Gayle Brazeau (Pharm.)</td>
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<tr>
<td>Darshana Shah</td>
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</tbody>
</table>
### Policy/Procedure Development (7)
- Kimberly Broedel-Zaugg
- Gabriella Casinelli
- Darshana Shah

### Leadership Development (27)
- Gayle Brazeau
- Gabriella Casinelli
- Alexandrine Ratnani
- Paulette Wehner
- Kimberly Broedel-Zaugg
- Darshana Shah

### Work-Life Integration (18)
- Alexandrine Ratnani
- Kimberly Broedel-Zaugg
- Gayle Brazeau
- Sheena Pramod
- Pavithra Indramohan
- Darshana Shah

### Developing/Enhancing Professional Identity (23)
- Gabriella Casinelli
- Kimberly Broedel-Zaugg
- Gayle Brazeau
- Pavithra Indramohan
- Darshana Shah

### Career Advancement and Guidance (30)
- Gayle Brazeau
- Gabriella Casinelli
- Alexandrine Ratnani
- Jennifer Hawkins
- Beverly Delidow
- Jenalee Corsello
- Kimberly Broedel-Zaugg
- Pavithra Indramohan
- Darshana Shah

### Leading Teams (11)
- Kimberly Broedel-Zaugg
- Gayle Brazeau
- Gabriella Casinelli
- Darshana Shah

### Running Effective Meetings (6)
- Kimberly Broedel-Zaugg
- Gayle Brazeau
- Darshana Shah

### Effective Change Management (7)
- Darshana Shah
- Kimberly Broedel-Zaugg
- Gayle Brazeau
Getting Started: Expectations

• Send an opening message to your mentees
  • Introducing yourself and setting expectations for the circle.

• What will you discuss?
  • If you would like to ask the mentees what they hope to get out of the circle, this would be the best time to ask

• How often should the circles meet?
  • There are no set rules on this. It’s up to each group to decide what’s appropriate.
  • What tools do you want to use to keep the communications going? (e.g. Conference call line, Zoom meeting, In person meeting?)
Structuring Meeting Time

Follow 10/20/60 Rule
First Meeting Check list

Get to Know Each Other
Share information about your professional and personal life
Learn something new about your mentee/mentor

Establish Guideline
• When and where will we meet?
• How will we schedule meetings?
• How will we communicate between meetings?
• What agenda format will we use?
• Will there be any fixed agenda items to be discussed at every meeting?
• How will we exchange feedback?
• How will we measure success?

Confirm Next Steps
• Schedule date, time and place of future meetings
Women in Medicine & Science Mentoring Circle Member Check-In

Date of Meeting:

WiMS Mentoring Circle Topic:

Mentor Name(s):

Mentee Name(s):

Frequency of Meeting(s):

Preferred Meeting Format
☐ In Person Meeting ☐ Conference Call ☐ Zoom Meeting

Please send this form to Mackenzie
Women in Medicine & Science Mentoring Circle Feedback Form

Date of Meeting:

WIMS Members Present:

Topic of this Mentoring Circle Meeting:
- Resource Identification
- Appointment, Promotion & Tenure
- Building Professional Networks
- Career Advancement and Guidance
- Interpersonal Communication Skills
- Oral Presentation Skills
- Leading Teams
- Running Effective Meetings
- Time Management & Energy Management
- Developing/Enhancing Professional Identity
- Conflict Management
- Grant Writing
- Leadership Development
- Policy/Procedure Development
- Effective Change Management
- Work/Life Integration

Meeting Summary:
- [ ] Goal Accomplished
- [ ] Making Progress
- [ ] No Progress

What Worked?

What did not work?

Any suggestion/feedback to improve the circle?
References

• Resources for Mentoring Circles
• How To Lead A Mentoring Circle
• Mentorship Programs
Thank you
!!!!!!!!!!!!!!!
Any Questions?

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shah@marshall.edu
JCESOM-Women in Medicine and Science