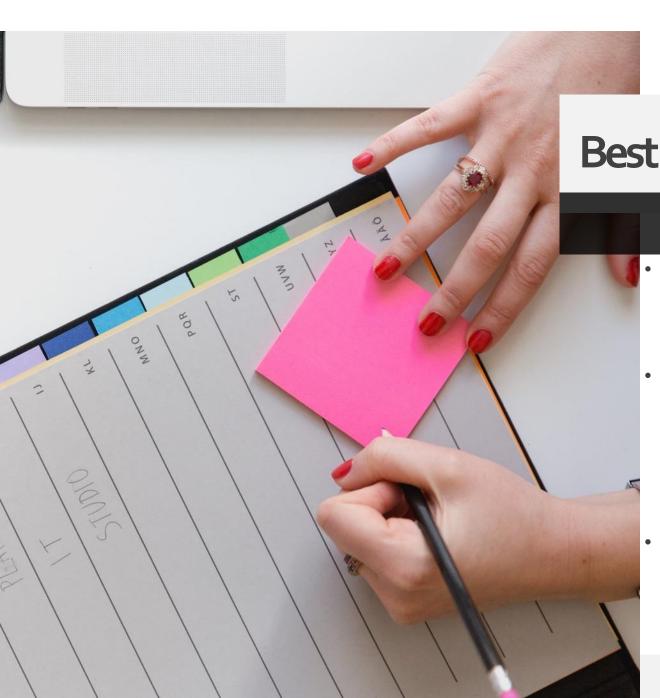


Mentor Dos and Don'ts

DO	Don't
Listen actively	Fix the problem
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 need 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



Resource Identification& Access (Inside & Outside JCESOM) [20]
Alexandrine Ratnani
Nalini Santanam
Darshana Shah

Grant Writing	(14)
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Nalini Santanam

Interpersonal Communication Skills (15)	
Alexandrine Ratnani	
Cynthia Jones	
Gayle Brazeau	
Sheena Pramod	

Time Email & Energy Management (13)

<u> </u>	
Brittany Riley	
Beverly Delidow	
Kimberly Broedel-Zaugg	
Gayle Brazeau	
Sheena Pramod	

Building Professional Networks (28)

Kimberly Broedel-Zaugg	
Gayle Brazeau	
Darshana Shah	

Conflict Management (11)

Dipali Nemade	
Gayle Brazeau	
Kimberly Broedel-Za	ugg

Oral Presentation Skills (19)

Oral Presentation Skills (19)		
	Gayle Brazeau	
	Sheena Pramod	
	Gabriella Casinelli	
	Kimberly Broedel-Zaugg	

Appointment, Promotion & Tenure (6 Med, 2 Pharm)

Brittany Riley (Pharm.)

Kimberly Broedel-Zaugg (Pharm.)

Gayle Brazeau (Pharm.)

Darshana Shah

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	

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

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?)





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

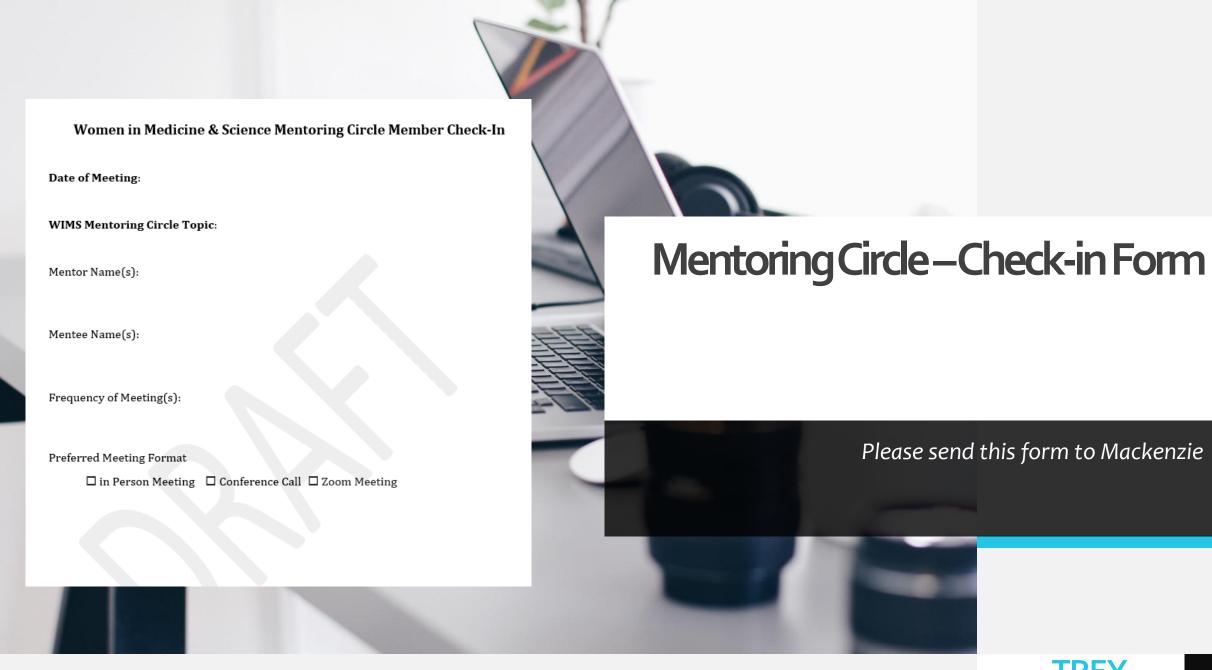
- When and where will we meet?
- How will we schedule meetings?
- How will we communicate between meetings?
- What agenda format will we use?
- Will there be any fixed agenda items to be discussed at every meeting?
- How will we exchange feedback?
- How will we measure success?

Confirm Next Steps

Schedule date, time and place of future meetings

UCSF Mentoring program





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 Meeting Summary:		Grant Writing Leadership Development Policy/Procedure Development Effective Change Management Work-Life Integration			
☐ Goal Accomplished ☐ Making Progr	ess	☐ No Progress			
What Worked?					
What did not work?					
Any suggestion/feedback to improve the circle?					

Mentoring Circle – Feedback Forms

Please send this form to Mackenzie



References

- Resources for Mentoring Circles
- How To Lead A Mentoring Circle
- Mentorship Programs
- Feldman MD, Huang L, Guglielmo BJ, et al. Training the next generation of research mentors: The University of California, San Francisco, Clinical & Translational Science Institute mentor development program. CTS. 2009; 2: 216-221.
- Files JA, Blair JE, Mayer AP, Ko MG. Facilitated peer mentorship: A pilot program for academic advancement of female medical faculty. *Journal of Women's Health*. 2008; 17: 1009-1015.



