Creating an Effective Mentoring Relationship

Mentor Guide
Establish the Relationship

1. Define what the mentee wants from you.
   - Networking
   - Career Development
   - Professional/Clinical

2. Ensure yourself that you have the time.

3. Determine preferred feedback style (written, verbal, direct, highly critical, etc.).
Manage Expectations

1. Decide how often you will meet. Make meetings regular and stick to them.
2. What should be prepared for a meeting?
3. What progress should be necessary for the next meeting?
4. What they can expect from you?
Be a Role Model

1. Exhibit the highest professional standards.
2. Maintain confidentiality with all communication unless granted permission.
3. Be sensitive to your role as a senior leader. Your mentee looks to you as a role model, so your advice may be taken more literally than you intend.
4. Actively participate in the community, in organized medicine, etc.
5. Have a positive attitude and a sense of humor.
Communicate

1. Listen: be available to hear problems, concerns, stressors; address them in a timely fashion.
2. Give and request constructive feedback. Accept such feedback and act on it.
3. Be respectful, but direct & thorough in your feedback.
4. Let your mentee know if your schedule changes. They depend on the time that you commit.
5. Be clear about your core competencies and how much weight should be given to advice within and outside these competencies.
Remember the Big Picture

1. Focus on: What are the goals?
   - This week
   - At 6 months
   - In 3 years

2. Are these goals realistic?

3. Will the path set forth successfully lead to the intended goals over the intended timeline?
Nominate and Promote

1. Get your mentee’s name/representation out there.
2. Network – introduce him/her your contacts, foster growth and development.
3. Pass along opportunities.
Expertise

1. Share all of the experiences, not just the successes – the failures are equally, if not more, helpful.

2. Where did you go wrong?

3. Where you might have made a different choice?

4. Teach what cannot be taught in school.

5. Advise on those issues that do not have a single right/wrong answer.

6. Do not be afraid to show your weaknesses. Watching you “bounce back” from a failure is part of what you are teaching.
Enjoy the Successes

1. Mentees’ successes = mentors’ successes.

2. Make it “two-way.” Learn from your mentee, they can teach us a lot.

Adapted from:
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