# Mentoring: Basic Processes and Toolkit Development Workshop

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#### Purpose

- Bring our mentors and mentees together to identify basic processes of mentoring.
- Develop a toolkit of resources for those engaged in current or future mentoring relationships.



#### Who are You??

- On your table there are some stickers. Take 3 stickers.
- Find 2 people who you do not know from around the room, or people you don't know very well.
- Tell them the following:
  - your name
  - your laboratory and state
  - whether you are a "mentor, mentee, or don't know"
  - what you would like to get out of the session today
- Give them a sticker and move on to a second person who you don't know and doesn't have a sticker.
- When done return to your home table.



#### Setting Expectations

Write on a post-it note and place in the center of your table the answer to:

- What do you want to get out of this meeting?
- What are the topics which you will be disappointed if we did not discuss today?



#### **Current State of Mentoring Process**

Write on a post-it note and place in the center of your table the answer to:

- What does the Mentoring process look like now?
- What should the Mentoring process look like in 2 years?
- What are some activities to incorporate into the Mentoring process?



## Objectives

- Discover common characteristics of mentors and mentees from your laboratories
- Identify issues and gaps in current mentoring processes in your laboratories
- Prepare a list of resources, forms and tools for use in a toolkit for your mentoring relationships



## Agenda

- Setting the Stage: An overview of Mentoring Basics

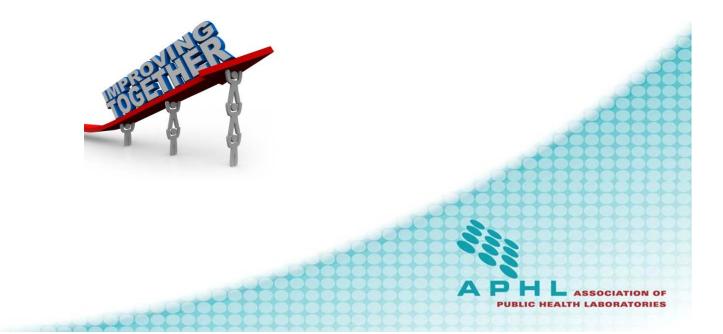
   Review of Mentoring Basics Webinar series
   Review the characteristics of mentors and mentees
- Break
- Team building challenge
- Mentoring Process Analysis
- Review of mentoring resources
- Sharing of lab mentoring resources



- Start/end on time
- Interactive
- Practice exercises
- Individual responses & Group activities
- Be present and focus
- Contribute and ask questions
- Learn 1+ new thing
- Have fun

#### Mentoring

Is fostering a personal development relationship in which a more experienced or more knowledgeable person helps a less experienced or knowledgeable person.



#### We make a living by what we get... We make a life by what we give

#### Winston Churchill



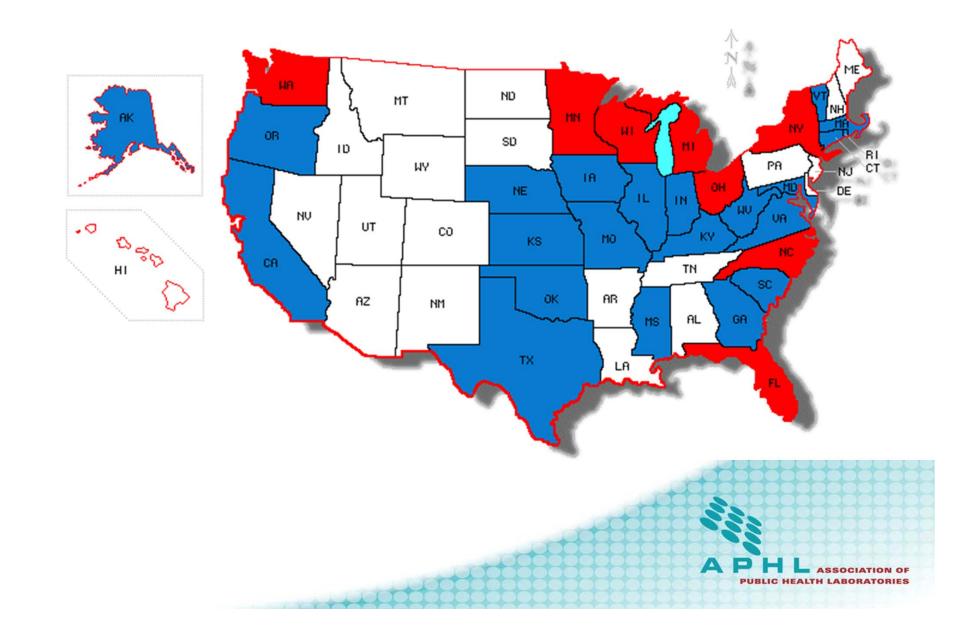
#### Mentor- Mentee Relationships

Mentor	Mentee
Obi-Wan Ben Kenobi	Luke Skywalker
Merlin	King Arthur
Socrates	Plato
Johnny Carson	Jay Leno
Walter Cronkite	Dan Rather
?	?

#### Mentor / Mentee Laboratory Map

🔴 - Mentor Labs

🍵 - Mentee Labs



# Webinar Series - Agenda

#### Session 1

- Mentoring Basics: definitions, roles, responsibilities, do's, don'ts
- GROW Model and Advocacy & Inquiry Model
- Workplace application

#### Session 2

- Practicing advocacy and inquiry skills within the GROW model
- Action Planning in mentoring
- Putting it together in the Workplace
- Resources and References for future study



#### **Roles and Characteristics**

Choose a spokesperson

- Activity 1: Review the list of the mentors items for 5 mins. Identify the top five characteristics that you find most needed by a Mentor.
- Put each of the characteristics on a separate post-it notes. Spokesperson is to place the post-itst on the wall chart marked **MENTOR.** Try to group characteristics with other post-its.

Activity 2: Repeat for Mentee.

Activity 3: Now, thinking of the items on the list – what do you think was missing from the list for either the mentor or the mentee?

Put each of the characteristics on a separate post-it note. Spokesperson is to place the post-its on the wall chart marked MENTOR or MENTEE as appropriate. Try to group characteristics with other post-its.

#### Mentoring Process Analysis

- Select the form that looks like a grid.
- Select a spokesperson for your table. The spokesperson is asked to give a sheet to each person at the table. Also assign a recorder for your table.
- For the next 5 minutes, thinking of a mentoring process you are involved in, fill in the 4 grids on the form.
- For the next 5 minutes, share your responses with your table mates. On the extra form at your table, come to agreement on the most important item in each block.
- The spokesperson for your table to report out to the group with your important findings.

#### Review of mentoring resources

There are five forms in the center of the table. Distribute the forms to your table members so each person has one form

- A. Structured mentoring readiness
- B. Goals for the Year
- C. Productive mentoring activities
- D. Program Outline / planner
- E. How to apply the GROW model

#### **Review of mentoring resources**

For the next 5 minutes, look at your form and answer the questions on the chart. Write your answers to the questions on the back of your form.

- 1. What is the purpose of this form?
- 2. Who is the best person to use this form?
- 3. What do you like about the form?

#### 4. What would you modify on the form?

Now, past your form you just reviewed to the person on your left. With the form you just received, answer the same 4 questions on the back of the form. You have 5 minutes. Repeat for each form. After all of the forms have been reviewed, ask the team to choose which form they found to be most useful.

# Sharing of lab mentoring resources

I would like to invite those with stories or samples to share with the group to do so now

- Mississippi
- Ohio
- Others

#### Summary

#### You have had the opportunity to:

- •Discuss mentoring basics: roles, responsibilities, processes, skills
- •Participate in a Team building challenge
- •Analyze the Mentoring Process
- Review mentoring resources
- •Share the experience of laboratory mentoring



## Objectives

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#### Next steps

- Further developing the toolkit for mentoring
- Formalize the mentoring process based on your work
- Workgroup call to action interested in working together – email me



#### **Expectations Met?**

Retrieve your post-it note from the center of your table:

- Did you get what you wanted out of this meeting?
- Where the topics you wanted discuss today?
- Did we meet your expectation?
- Please leave your expectations for this session at your table.

## **Reflective Learning**

On a piece of paper that you will take with you, Write down...

- One thing you will do when you go back to you lab related to mentoring
- Identify one topic that will yield the greatest return for you and the organization
- A type of mentoring technique would you like to learn more about

#### **Reflective Learning Questions**

- What did I learn about:
  - 1. How mentoring will be used at my laboratory?
  - 2. How the mentoring tools will be used at my laboratory?
  - 3. How to effectively use mentoring language to connect with others?
  - 4. How I can engage in mentoring?