

## 2018 GAHE MENTORSHIP PROGRAM GOAL, OVERVIEW & EXPECTATIONS

### GOAL

The GAHE Mentorship Program was designed in response to our commitment to the leadership development of our members and to support the professional growth of our existing and future healthcare leaders. The goal of the Mentorship Program is for participants to commit to the mentoring experience, providing all interested members with opportunities to learn and grow and make a lasting contribution to the healthcare field. Through partnerships with other local healthcare professionals, professional development will be fostered, knowledge of industry issues will be enhanced, and the value of and participation in the American College of Healthcare Executives will be promoted. We hope you'll join us!

### OVERVIEW

- The intent of the GAHE Mentorship Program is to have program participants commit to the mentoring experience and capitalize on the opportunities presented for professional growth.
- Matches are determined based on the compatibility of a variety of factors: career interests, experience levels, and additional information gathered as part of the application process. We will make every attempt to match all interested candidates, but due to the nature of the program, it may be unable to meet demand.
- The formal length of the program is five (5) months; however, relationships may continue beyond the duration of the program at the discretion of the participants. This year's program will begin January 24, 2018 and will conclude at the end of June 2018.
- The Kick-off Event marks the start of the formal program. Mentees are encouraged to contact their mentors once matches are announced to arrange plans to meet at the event.
- There will be periodic pulse-checks during the program conducted via an email questionnaire. Participants can expect to receive two of these and are encouraged to provide any feedback or concerns.
- Kick-off Event: The Kick-off Event serves as the official start to the formal program. During this event, mentors and mentees will meet for the first time and outline the frequency of their communication, establish the goals of their work, and schedule their first formal one-on-one meeting. The partnership will be solidified with the signing of a "Mentorship Contract" to be turned in at the conclusion of the event. Attendance is strongly encouraged. This year's event will be held Wednesday, January 24, 2018 at 6:30PM.
- Closing Event: The Closing Event serves as the conclusion of the formal period of the program. It offers a forum for networking and reminiscing about the experience with other participants. Details will be shared as the program progresses.
- At the conclusion of the GAHE Mentorship Program a questionnaire will be distributed by email. All mentors and mentees will have the opportunity to revisit the goals that were outlined at the beginning of the relationship and address if their work has met these goals, as well as provide input on the overall experience. The answers to this questionnaire will not only provide valuable feedback for the work the mentor and mentee have accomplished throughout the program, but they will help guide the success of the GAHE Mentorship Program in future years.

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### MENTOR EXPECTATIONS

- Be accessible (within agreed upon parameters)
- Invest time in learning about the aspirations, attributes, interests, and intentions of the mentee
- Serve as a resource for updating and refining the mentee’s managerial knowledge and skill set
- Offer guidance for career opportunities and growth for the mentee
- Co-develop the mentor/mentee goals agreement
- Periodically assess the quality and outcome of your work based upon the criteria and goals set forth (the mentor must ensure that the mentee understands all goals)
- Provide honest, caring, and constructive feedback on a regular basis
- Provide formal and informal feedback to the GAHE Mentorship Program regarding program strengths and opportunities for improvement (communication is the key to a successful mentoring relationship)

### MENTOR EXPECTATIONS

- Be proactive and take responsibility for guiding the direction of the work
- Respect and honor all commitments made to the mentor with respect to their time, your relationship, and the confidentiality of communication
- Maintain contact with your mentor (within agreed upon parameters)
- Co-develop the mentor/mentee goals agreement
- Request counsel from your mentor and provide feedback on how the information was helpful
- Define current skill level, identify “gaps” and target key skills/knowledge for development through mentoring
- Provide formal and informal feedback to the GAHE Mentorship Program regarding program strengths and opportunities for improvement (communication is the key to a successful mentoring relationship).

### MENTOR EXPECTATIONS

Please feel free to contact Chelsea Colleran and Jennifer Becker with the GAHE Mentorship Program at any time with questions or concerns regarding the Mentorship Program by emailing [GAHEMentorship@gmail.com](mailto:GAHEMentorship@gmail.com).