

Welcome to the AMA Baltimore Mentor Connections Program.

We're delighted to have you with us. In these pages, you'll find everything you need to get started in the program. We wish you every success!

— The Mentor Connections team



PROGRAM DETAILS

> UPFRONT AGREEMENT

Within two weeks of pairing, each Protégé/Mentor pair should create an upfront agreement, outlining goals, meeting logistics, confidentiality, and accountability.

> INITIATION OF MEETINGS

We encourage Proteges to initiate all Mentor-Protégé meetings.

> TIMING OF MEETINGS

Schedule meetings every 3–4 weeks with each session lasting at least one hour. Total = 6 meetings (January to June 2020).

> "MAKING THE MOST IMPACT AS A MENTOR"

(Mentors only) March 25th, 2020 (10:00 am–11:30 am) @ Neuberger & Company. This complimentary training seminar is not mandatory and will be offered to Mentors on a first-come basis.

> "ENVISIONING SUCCESS: GOAL SETTING"

(Protégés only) April 1st, 2020 (10:00 am–11:30 am) @ Neuberger & Company. This complimentary training seminar is not mandatory and will be offered to Protégés on a first-come basis.

> HAPPY HOUR "SOCIAL" (LATE APRIL)

Provides an opportunity for Protégés and Mentors to meet up and network with others in the program. Date and location to be announced in February.



Thank you to our training partner,



amabaltimore.org

If you run into any problems or have any questions during Mentor Connections, please feel free to contact any of the Mentor Connections committee members listed below. We are committed to ensuring a positive and productive mentoring experience for all involved.

We will be sending regular email blasts with further information to enhance the Mentor/Protégé experience. Watch your inbox for tips, resources and other program announcements.

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PROGRAM 2020



RULES OF THE ROAD

Since you will co-create this mentorship, it's good to establish the "rules of the road" up front. The following are a great start:

- 1. BE COURTEOUS.**
If you have to miss a meeting or are running late, let your mentoring partner know.
- 2. BE OPEN.**
When you both are open to feedback, great things happen. You may not always agree, but listen first, and then decide.
- 3. BE GRATEFUL.**
Make sure to say "thank you" when your partner gives you his or her time, knowledge, and skills.
- 4. BE RESPECTFUL.**
What happens at Mentor-Protégé meetings, stays at Mentor-Protégé meetings. In other words, confidentiality is key.
- 5. BE ACCOUNTABLE.**
Take the commitment you've both made seriously, beginning with setting your first meeting. You should meet within two weeks of the kick-off meeting to set additional meetings and create a written agreement.
- 6. BE AUTHENTIC.**
Be honest about your challenges as well as your successes. When you bring your "real self" to each meeting, you're both more likely to learn.
- 7. BE PREPARED.**
The Protégé is responsible for preparing a list of topics/objectives for each meeting, as well as any assigned homework, but both parties should do whatever pre-work is necessary to make the meeting successful.



Mentoring is a journey that you as Mentor and Protégé co-create. Every mentoring experience is unique. Past Protégés and Mentors have reported following the steps along this roadmap to help them achieve success. You may go through some of these steps multiple times, in a different order, or you may not go through a particular step at all. If you get stuck or frustrated in your mentorship, these steps may help you get started again.

STEP 1

Getting to Know Each Other

Take time to learn about each other: passions, skills, challenges, work ways, etc.



You can also ask about personal things: family, hobbies, etc. Don't forget to discuss logistics. Such framework questions make sure you both understand the parameters of your relationship.

MENTORS MIGHT ASK:

- What dream would you love to achieve; what would it look like?
- What's your biggest work challenge?
- What are you great at? What would you like to improve?

PROTÉGÉS MIGHT ASK:

- What motivates and inspires you? How do you stay inspired?
- What have been the highlights of your career thus far?
- What was the biggest challenge you've ever faced? How did you overcome it?

STEP 2

Setting Measurable Goals

A meandering mentorship can frustrate both of you. Goal setting ensures that each meeting is productive, focused and satisfying.

MENTORS MIGHT ASK:

- What's most important to you in life? Work?
- What would your ideal life look like in two years?
- What's stopping you in getting what you want? What could you do to get past the obstacle(s)?

PROTÉGÉS MIGHT ASK:

- How do you set goals?
- Where do you think the industry is headed in the next 3-5 years? What skills are going to be critical for me to have to adapt to those changes?
- What specific qualities do your most valuable employees/colleagues exhibit?



STEP 3

Establishing Action Steps

Goals come to fruition in little bits. Together, you should determine measurable steps that the Protégé can take to get closer to each goal.

MENTORS MIGHT ASK:

- What's one step (or steps) you can take before our next meeting to get closer to goal X?
- What scares you about this goal and what specifically can you do to get past that fear?
- What steps are you willing to realistically commit to for our next session?

PROTÉGÉS MIGHT ASK:

- What can I read or view to better understand my next step(s)?
- How do you get past things that challenge your ability to achieve?
- If you were trying to achieve this goal, where would you begin?



STEP 4

Practicing Accountability

Without accountability, goals and goal steps can devolve into wishful thinking and wheel spinning.

MENTORS MIGHT ASK:

- What steps that we defined at our last session(s) did you complete? What was most difficult and how did you overcome that difficulty?
- On the steps you didn't complete, what held you back?
- What question should I be asking you right now to help you move forward?

PROTÉGÉS MIGHT ASK:

- Did you ever face X (a challenge that is holding you back)? What did you do to get past it?
- Where can I find resources to make me more confident in achieving this step?
- Am I spending too much time on one step to the detriment of another? How do you readjust your priorities when this happens?



Define 2–4 goals for the Protégé to work towards during Mentor Connections. Write them down, ensuring that they are SMART goals (specific, measurable, achievable, relevant, and time-bound).



Armed with a (written) action plan, including strategies to use in the case of challenges, the Protégé is on the way to goal achievement. Repeat as needed, and soon the Protégé will have completed goals.



In this step, the Protégé should be honest about what's preventing goal achievement. Being open about challenges, co-defining strategies and asking for help keep the Protégé moving forward.