

2022

MALPH MENTORING PROGRAM

GENERAL INFORMATION

Senior leadership employees in Michigan's local health departments have a unique opportunity to develop and enhance their skills through a mentoring program. This program is targeted to local public health leadership (health officers and directors/managers of medicine, nursing, finance, health promotion, environmental health, emergency management, and public information, with appointments of less than three years).

Mentoring is a process by which a person guides, teaches, and influences another person's work and life in important ways. Mentors can come from all levels and areas of the organization and have diverse skill sets. The most important trait for mentors is a willingness to serve.

Mentoring is a *purposeful* partnership between two people sharing experiences and expertise to facilitate personal and professional growth. The partnership is reciprocal in nature, with both parties deriving mutual benefit. The potential benefit is contingent on *intentional conversations and actions* focused on areas such as career or academic development, technical knowledge, organizational dynamics, current events, and personal wellness, to name a few. Having a successful mentoring experience can be a life and career changing event.

Reasons to participate in mentoring

- Build confidence and leadership qualities
- Establish new networks
- Gain historical knowledge
- Experience fresh perspective
- Increase personal and professional growth

If you would like to participate in the program, as a Mentor or Mentee

Do you have someone in mind that you would like to ask to be your mentor? If yes, then contact your selected mentor and obtain their approval. Complete the application and follow the instructions for pre-selecting a Mentor. Your Mentor will need to complete the Mentor Application. We have guidance documents to assist you and your match.

For those who choose to wait you will have the option of preselecting or, if you do not pre-select a mentor, the MALPH Mentoring Program Team will select a mentor based on criteria provided by you.

Mentors applying should have been in a leadership position for **three years or more**. Those volunteering to be Mentors should likewise complete and submit the appropriate application.

Orientation and Time Commitment

It is highly recommended that mentors and mentees attend an orientation session for the mentoring program. The 2022 orientations will be scheduled as below:

Lansing (Courtyard Marriot Downtown), July 7
Gaylord (Otsego Resort), July 14
Marquette (NMU Northern Center), July 20

The orientations will likely be from 10 AM to 3 PM, with plenty of time set aside for mentee/mentor planning and interaction. Materials will be provided in advance of the meeting.

We will also provide a PowerPoint and assistance to those unable to attend. We recommend that you meet with your match at least for one hour a month and in-person at least once a quarter.

Application website: <https://www.surveymonkey.com/r/HVL5C58>

Application Timeline

Applications will be accepted via Survey Monkey submittal; all applications are due by 5:00 p.m. on **June 1, 2022**. Matching will be completed with mentors/mentees contacted by June 30th. The formal program runs from May 1, 2022 to Oct. 30, 2022, and will conclude with a final wrap up session. Prior to completing your application, you should have a discussion with your supervisor about registering to be a mentor and/or being mentored to keep the lines of communication open and to discuss time commitments. Questions regarding the MALPH Mentoring Program should be directed to Jodie Shaver at 517-604-0101 or jshaver@malph.org or to Mark Miller at 248-672-8146 or millermarka@comcast.net.

Note: Application materials for this program were repurposed, with permission, from colleagues at the Quality of Life Program (MDARD, EGLE, and MDNR).

Mentee Roles

1. Ask why and how; challenge status quo
2. Follow through and schedule the meetings
3. Make a plan
4. Communicate desires, goals, needs and expectations clearly
5. Remind us of the reason why we do things
6. Adhere to the relationship agreement
7. Have a positive attitude
8. Be open
9. Be curious and ask good questions
10. Give honest feedback
11. Offer suggestions
12. Be open to feedback and constructive criticism
13. Think about lessons learned, be reflective
14. Take risks/be open in communication
15. Challenge yourself
16. Bring coffee and treats
17. Share your experiences/opinions/set agenda
18. Establish ground rules and expectations
19. Find out why you were matched
20. Feel safe, don't worry about saying wrong things; be fearless (let your guard down to get the most out of the program)
21. Maintain confidentiality
22. Develop tool kit/skill set
23. Build upon career or longer relationship
24. Nurture understanding of other people and programs (Paying it forward)
25. Share this new knowledge with others (Paying it forward)
26. It's all about you!!

Mentor Roles

1. Provide support
2. Give guidance
3. Be inspiring
4. Provide wisdom/experience -information sharing, historical knowledge/knowledge capture and transfer
5. Answer questions
6. Be a sounding board
7. Provide a new prospective
8. Provide a bigger picture of public health
9. Provide feedback
10. Encourage better communication skills
11. Advocate and be confidant
12. Help explore goals
13. Help with networking
14. Help to strategize shortcuts
15. Help to open up opportunities
16. Provide networking opportunities
17. Give encouragement
18. Share mistakes
19. Make the relationship a priority
20. Engage in problem solving
21. Help the mentee navigate
22. Be open, honest, and trustworthy
23. Provide friendship and respect
24. Give technical assistance
25. Give advice
26. Be a good listener
27. Present challenges/lessons to learn
28. Help mentee come to own conclusions by asking open ended questions
29. Make him/herself available
30. Maintain confidentiality
31. Have fun!

Ground Rules

1. Mutually decide boundaries/ground rules
2. Decide what gets disclosed and to whom (confidentiality); what can be discussed; get permission before sharing
3. Determine who sets the meetings
4. Decide the best way to contact one another
5. Discuss scheduled vs. unscheduled visits
6. Establish the level of preparation; know what will be discussed; what will be covered
7. Have a prioritized agenda, in advance
8. Set expectation of time outside of meetings
9. Have different types of meetings (lunch vs. experience)
10. Set and evaluate goals
11. Discuss relative scope of expertise –align expectations
12. Respect limitations/have realistic expectations
13. Discuss ending the relationship if not mutually beneficial
14. Make time, have a mutually agreed upon meeting/contact schedule
15. Be honest with feedback and constructive criticism, sensitive to communication styles
16. Show mutual respect; sometimes will have to agree to disagree
17. Don't make assumptions – ask questions
18. Share calendars; see what is available and plan accordingly
19. Build personal relationships, but still be professional.
20. Discuss conflict of interest issues
21. Begin and end on time; reschedule if running over or distracted
22. Assume flexibility is important
23. Update and evaluate guidelines as relationship is developed; learn your match's "style"
24. Be open minded and non-judgmental
25. Be authentic and accountable
26. Make the most of the time; at end of meeting reflect and review based on agenda, plan the next meeting