



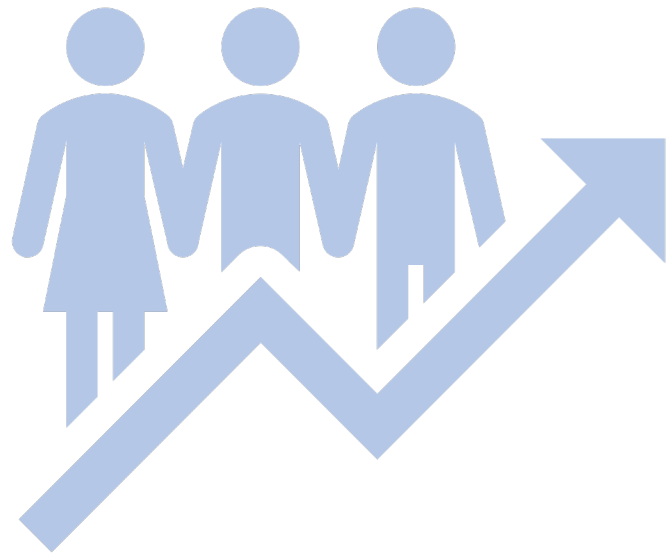
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MPact HCP Mentorship Guideline

8/2020

Healthcare
Provider Online
training

Tips and
recommendations for a
successful mentorship
experience



Remember...

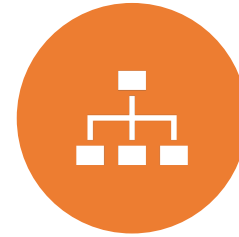
“As a mentor you will have the opportunity to use your experience and knowledge in a facilitative manner to support the development of the mentee. However, the responsibility for making things happen and putting plans into action lies primarily with the mentee - not with you.”

*Human Resources Organisational Development
Training and Diversity Mentoring Guidelines.*



Making it work

group and one-on-one sessions



HAVE A CLEAR
STRUCTURE AND
PURPOSE.



THINK ABOUT THE
CONTENT OF THE
MEETINGS.



KEEP TO DATES
AND TIMES SET.



ENJOY THE
EXPERIENCE!



REVIEW THE
CONTENT OF THE
SESSION

Check-in with mentees



How are you doing?



How are the sessions going for you?



What did you find of interest?



How is this session content relevant/important to your daily work?



Ask how you can support them in their learning process.

Ask open-ended questions

Exchange of ideas and create conversations

Some general open-ended questions include:



What do you think of the session/topic/etc.?



What information do you find more relevant?



Please share an experience related to the topic at hand.



What type of challenges have you faced in your work?



What strategies can you apply to your work?



We will start and end all meetings on time.



We will use our agendas to keep us on track.



We will both participate fully in the conversation.



We will be open and honest with each other in a respectful manner.



We will respect each other's differences and not make judgments.



We will keep our conversations confidential.



If we come across an issue of disagreement or concern, we will discuss it openly.



If the relationship does not work out, we will discuss this and see what we can each learn from it.

Some Ground Rules

For Mentoring Relationship

These tips can assist you in establishing a good relationship with mentees

Active listening skills

Try to practice these skills when interacting with mentees



Be attentive



Ask open-ended questions



Ask probing questions



Request clarification



Paraphrase



Be attuned to and reflect feelings



Summarize

Checklist

A reminder to
self-assess



I am still supporting mentees with their learning and growing.



I am still committed to and moving forward in pursuit of my goals as a mentor.



The feedback I am giving is honest, thoughtful and constructive.



We are continuing to build and maintain a productive relationship.



There are no subjects that seem too difficult to discuss in our relationship

Guiding Questions

These questions can help you start the conversation in case mentees are not sharing/participating.



Q1. Please share some reflections about the reading material.



Q2. What stood out for you?



Q3. What was surprising?



Q4. Does it apply to your context?



Q5. How can you apply it to your work?

Resources

Check the resource webpage for more tips and information on effective mentoring.



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