

## **Mentee Information & FAQ's**

Thank you for your interest in the HBA New England Mentoring Program. We have compiled the below information to introduce you to the requirements and expectations for participation. You can refer to this document now and in the future.

**Please read this document carefully and in full before completing your registration and application survey.**

**Important program dates are located on the last page of this document. You may want to print this out for future reference. We encourage you to enter the event dates into your calendar now.**

**Should you have additional questions or concerns, please contact us at [newengland-mentoring@hbanet.org](mailto:newengland-mentoring@hbanet.org) before applying.**

### **Program Objectives:**

- Provide group mentoring experience for those wishing to further advance their career
- Offer opportunity for participants to develop leadership and/or other skills
- Focused on the healthcare industry

### **This program is not:**

- A forum for job hunting
- A social setting (alone)
- A place to advertise, sell or promote your personal business

### **Applicants should:**

- Have at least 2 years of professional (not gained through education) experience in the healthcare industry or a related field (such as consulting)
- Be able to commit to 2-3 hours on a Monday-Thursday weeknight after work to meet with their mentoring circles no less than once per month
- Want to focus on themselves & their professional and personal goals for the duration of the program, devoting the time to reflect, plan AND ACT on intentions
- Take active steps necessary to advance towards their goals (the group will help you identify those steps if you need help)
- Become an HBA member <https://www.hbanet.org/membership> (additional fee to the Mentoring Program registration fee).

**NOTE: THIS MUST BE IN PLACE 2 WEEKS BEFORE THE KICK OFF EVENT AND MAINTAINED THROUGHOUT, AS THIS PROGRAM IS OPEN ONLY TO HBA MEMBERS.**

**HBA MEMBERSHIP FEES ARE NON-REFUNDABLE; HOWEVER THE REGISTRATION FEE FOR THE MENTORING PROGRAM WILL BE REFUNDED IF YOU NOTIFY US BY JANUARY 17 THAT YOU DO NOT WISH TO PARTICIPATE OR IF YOU ARE NOT MATCHED TO A GROUP.**

- Your company may reimburse HBA Membership, the Mentoring Program registration fee or both. We encourage you to speak with your manager or Human Resources Department to explore your options.
- Be willing to offer support, professional experiences and advice and accept the same from others in the group
- Commit to attending the 3 program events: Kick off (mandatory); Mid-year (optional but strongly encouraged) and End of Year/Closing celebration (optional but strongly encouraged)

**Frequently Asked Questions:**

1. How long is the program? What is the time expectation? The program runs from March with the Kick Off through late October when the End of Year Celebration occurs. Groups generally meet in person for 2-3 hours every 3-4 weeks during that period and are welcome to meet more often or check in via email or phone as they wish. There is also the expectation that participants will spend 2-4 hours of personal time in between meetings preparing for the next meeting or making progress on their stated action plans.
2. What is a group mentoring program? Unlike 1:1 mentoring or coaching, the HBA group mentoring program puts together 2 co-mentors and 4 or 5 mentees into a group (also known as a circle). This affords you feedback, advice and ideas not only from more than one mentor, but also from a group of peers who often contribute as much assistance as do mentors. This format also leverages the limited number of mentors, maximizes the program's ability to serve as many mentees as possible, and jump-starts an expanded professional network for you. The group together agrees upon their ground rules and when & where they will meet.
3. How does the program work? This is a mentee driven program. You get out of the program what you put into it. In this program the mentors will lead the initial meeting(s) but after that the mentees are expected to set the agenda, pick the topic, coordinate logistics and lead the discussion. Each group decides how they want to do this (e.g. whether pairs of mentees lead or 1 mentee wants to lead a specific topic of interest). The program provides some tools but the groups decide how they want to run their circle/group. This provides opportunities for cooperation, coordination, leadership, stepping up and speaking up.
4. What is expected of me in terms of communication before and during the program? During the Kick Off or 1<sup>st</sup> circle meeting, your circle/group will agree on group norms.

These should include how quickly you all will respond to emails or other communication. In terms of the program, we appreciate a prompt response of no more than 3 days so that we may move onto other tasks. We have about 120 program participants or more so the faster we hear from folks the easier it is to plan our events. We would greatly appreciate not having to send multiple reminders.

5. Besides the mentors and mentees are there others to support program participants? Yes, each circle/group will be assigned a Connector. The role of the Connector is to serve as a liaison between the group & the mentoring committee. Your Connector will attend your first independent meeting and may attend a meeting around the middle of the program and end of the program if your circle welcomes that. They DO NOT attend every meeting and are not a part of your circle. They are a resource for questions, materials to help participants work through their topics of interest and a way to communicate program information to and from participants. Please respond to their requests (most often emails) within 2-3 days of receipt.
6. How are the groups matched? The answers you provide on the application survey will be used to match groups of 4 mentees and 2 mentors. We do our best to match people with similar levels of experience, similar goals for the program, who want to meet in the same geographic area, etc. The matching process is very complex and an “art” as much as a “science” thus your honest answers to the survey are critical.
7. Can people from the same company participate in the program? Yes, BUT in order to protect confidentiality for all participants, we strive not to put mentors or mentees from the same company together. Sometimes, given the current climate of mergers and acquisitions, we may consider matching people from the same company IF they are from different divisions or departments. Before doing this we will contact both potential mentees to confirm whether or not they know each other & to ensure both are comfortable being in the same group.
8. When will I hear if I’m accepted into the program and matched to a group? Registration will be open from late October through early January. At that time, you will receive an email with a google form link to confirm your intentions to participate in the program. This is your final opportunity to receive a refund of your application fee if your circumstances have changed. After that time, we will begin the matching process which takes about a month. Mentees will be informed by the end of February whether or not they are being invited to join the program. You will not be informed and introduced to your fellow mentees, nor meet your mentors until the night of the Kick Off (March) which is mandatory. This is because changes to the mentoring circles are sometimes necessary up until the last minute.
9. How will I be informed if I’ve been accepted? You will be informed via email of your acceptance to the program and will be asked to confirm your commitment and to

review an orientation slide deck for specifics about the program to help you prepare for the Kick Off and to get started successfully that night. Please ensure you have added [dkumiega10@gmail.com](mailto:dkumiega10@gmail.com), [newengland-mentoring@hbanet.org](mailto:newengland-mentoring@hbanet.org), and [Lisa.wittenhagen.hba@gmail.com](mailto:Lisa.wittenhagen.hba@gmail.com) to your safe sender list so that you receive our emails. Also, we strongly recommend you use a personal email address vs company email address as sometimes HBA or gmail accounts can be blocked by company rules. Please provide an email you regularly monitor.

10. What if I apply but something changes between now and when the program begins, can I get my money back? Life happens and sometimes things change. We encourage you if you no longer want to or can participate in the program to email the addresses above to alert us. We will withdraw your application from consideration & refund your application/registration fee accordingly. The sooner you notify us the easier it is for us to avoid wasting time matching & re-matching the groups. The deadline for withdrawing before matching begins is 1 week after the registration deadline. **Once we have matched groups (February) your program registration fee is forfeited (unless we are unable to match you). The HBA membership fee is NOT refundable (you have the option to delay becoming a member until after you are accepted to the program).**
11. What do I get for my registration fee, how is it used? Your registration fee is used to support the infrastructure and technology used to administer the program. It is also used to provide the location, food and beverage for our 3 program events. Mentors are not paid and thus are volunteering their time to you and the program.
12. Does when I apply impact the matching process? Yes, during matching if we have more applicants than we can match with groups, we will consider the date and time you completed your application. Those who completed applications first will be given priority over someone who completed his/her application later. This only applies however if other selection/matching elements are similar. Our primary goal is to make the best matched groups we can on as many parameters as possible.
13. How long should I allocate for completing my application survey? We recommend allotting 30-40 minutes to complete and review your application survey. Reviewing this FAQ document will help you ensure that you have everything at hand needed to complete the survey as quickly and thoroughly as possible.
14. What information is asked for within the application? We ask a host of questions from your goals for joining the program to your contact information, education and employment situation, how you commute and where you are willing to meet. All of this information helps us best match groups together taking into account as many factors as we can.

15. I never received my application survey after I registered for the program and paid my registration fee. What should I do? First, please check your junk or spam folder, the email sometimes ends up there. Secondly, have you blocked or unsubscribed from HBA emails? Often that is the issue because the survey link is sent from [hba@hbanet.org](mailto:hba@hbanet.org). If you think you may have unsubscribed at some point, you will need to contact Phil George [pgeorge@hbanet.org](mailto:pgeorge@hbanet.org) to re-subscribe and get the link resent to you. You should receive the link within 1-2 hours after paying your Mentoring Program registration fee and completing the registration form. This is NOT your HBA Membership fee. As a last resort, please contact us at [newengland-mentoring@hbanet.org](mailto:newengland-mentoring@hbanet.org) for help. Please note the order in which application surveys are completed is taken into consideration during matching so the sooner you reach out for help the sooner you can complete your application.

## IMPORTANT PROGRAM DATES

October 28, 2019	2020 Mentoring Program Registration Opens
November 30, 2019	Early Bird rate ends
January 10, 2020	Mentoring Program Registration Closes
January 17, 2020	Deadline for withdrawing your application & getting a refund before matching process begins
By End of February 2020	Mentee Acceptances and regrets communicated
Wednesday March 4, 2020	Deadline to become an HBA Member if you are not
Wednesday, March 18, 2020	MANDATORY PROGRAM KICK OFF (this occurs in the evening usually 5:30 PM-9 PM)
NOTE: ANYONE NOT ATTENDING THE KICK OFF MAY BE REPLACED IN THE PROGRAM.	
Thursday March 19, 2020	Program Kick Off SNOW DATE (this will only be used if we have to postpone due to snow)
June 17, 2020	Mid-Year Event (optional but strongly encouraged)
October 21, 2020	End of Year Celebration (optional but strongly encouraged)