

## **Mentor 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 help others achieve their professional and personal goals by sharing your experience and facilitating structured goal/action plan development and execution
- Become an HBA member <https://www.hbanet.org/membership>

**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**

- Your company may reimburse HBA Membership. We encourage you to speak with your manager or Human Resources Department to explore your options.
- Commit to attending the 4 program events: Mentor Training Breakfast (mandatory); Program 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 Mentor Training Breakfast and evening Program 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. In between meetings the expectation is that mentors will monitor progress of the group, ensure plans for the next meeting are progressing and connect with your co-mentor to discuss how you can best work together to support mentee progress towards their goals.
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). Having 2 mentors allows a diversity of ideas and experiences and maximizes the program's ability to serve as many mentees as possible. Often we receive feedback that the mentors get as much out of the program as the mentees, however the focus is to be on the mentees. The group together agrees upon their ground rules and when and where they will meet.
3. How does the program work? This is a mentee driven program. 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. Mentors need to empower and encourage mentees to take on ownership for the meetings.
4. What is expected of me in terms of communication before and during the application? If you are a new mentor, after you register and complete the registration survey, you can expect to be contacted for coordination of a 30 minute interview by a member of our matching committee. This interview will explore your survey results and previous experiences with mentoring which aides us during the matching process. Around February 13, 2020, you can expect to get an email communication from us regarding your acceptance into the program as a mentor, details about your Co-Mentor, orientation materials and a list of mentees we have matched you with. Timely communication from you is critical as we need you to confirm that you have no conflicts of interest with either your Co-Mentor nor the proposed mentees so that we may complete the matching process. It is critical that you NOT reach out to any potential mentees yet as often this process identifies

conflicts which may necessitate movement of mentees or even mentors between groups. Once conflicts are resolved (if there are any) we encourage you to reach out to your Co-Mentor and perhaps even have a call or face-to-face meeting to get to know one another.

You will have an opportunity to meet your Co-Mentor and other mentors in the program during the Mentor Training Breakfast which will happen the morning of March 4<sup>th</sup> from 7:00-9 AM (Locations TBD).

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 business days. We have about 120 program participants or more so the faster we hear from folks the easier it is to plan our events.

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 (mentors and mentees) 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 business 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. For mentors, we strive to match a returning mentor or someone who has been a mentor in the program before with a new mentor. While we strive to achieve this, we cannot guarantee this will occur because it will depend upon the mentors we have apply to the program. 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; however we will rarely if ever do this for a mentor/mentee pairing.
8. How will communication about the program occur? Most often communication will occur via email. 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.

9. 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. 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 application deadline.
10. Is there a cost for mentors? The only cost for mentors is the HBA Membership fee which is a requirement because the program is only open to HBA members. There is no registration or program fee for mentors because you are graciously volunteering of your time and talents to help the mentees take steps towards achieving their goals. The mentees are required to pay a registration fee to participate in the program.
11. How long should I allocate for completing my application survey? We recommend allotting 20-30 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.
12. What information is asked for within the application? We ask a host of questions from your background, personal experiences and interests 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.
13. I never received my application survey after I registering for the program. 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 completing the registration form. As a last resort, please contact us at [newengland-mentoring@hbanet.org](mailto:newengland-mentoring@hbanet.org) for help. Please note that we need to complete interviews for new mentors to the program 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
January 10, 2020	Mentoring Program Registration Closes
January 17, 2020	Deadline for withdrawing your application before matching process begins
Around February 13, 2020	Mentor acceptances and regrets communicated along with co-mentor details and proposed mentees in your group (to identify any conflicts)
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 4, 2020	MADATORY Mentor Training Breakfast (MENTORS ONLY) 7:00-9:00 AM
Thursday March 5, 2020	Mentor Training Breakfast SNOW DATE (this will only be used if we have to postpone due to snow)
Wednesday, March 18, 2020	MANDATORY PROGRAM KICK OFF (5:30-9:00 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)