



Mentorship Handbook

Roles and Responsibilities

Mentees will:

1. Create an agenda for each meeting and share it one week prior to meeting with mentor.
2. Initiate and schedule meetings with mentor.
3. Come to each meeting prepared (e.g. create a proposed list of goals and objectives for each meeting)
4. Become familiar with evidence-based approaches to feedback provision/ reception (you and your mentor can information share; feel free to reach out to workshop facilitators).
5. Follow through with commitments made to mentor in a timely and professional manner.

Other:

Mentors will:

1. Review the agenda (and other items) created by the mentee at least 2 days before the meeting.
2. Make each meeting a priority.
3. Create a safe and trusting environment for mentee (e.g. confidential, non-judgemental).
4. Prepare for each meeting (e.g. reflect on things you would have liked to speak to a mentor about, reflect on opportunities you have come across/are aware of that may help your mentee achieve his/her goals).
5. Exercise active-listening and ask questions to show mentee you are interested in him/ her (this may be your mentees first time speaking candidly with someone more seasoned in our profession).
6. Be timely and respectful of mentee (treat them as an equal).
7. Help mentee establish boundaries, expectations and communication methods early on (e.g. Do you want to exchange cell phone numbers? Do you want to discuss personal issues or stick to exclusively professional material?).
8. Help mentee set the next meeting at the end of each meeting.
9. Look for opportunities to advocate and support your mentee.
10. Become familiar with evidence-based approaches to feedback provision/ reception (See appendix for examples of literature).

Other:

**Try to be flexible with one another. Everyone is "busy" (We recommend leaving your busy badge at home.). Agenda items, selected topics and meeting dates are subject to change. Ensure you communicate about any proposed changes to your agreement or plan.*



Memorandum of Understanding

Between Mentor and Mentee

As part of the Nova Scotia Dietetic Association (NSDA) Mentorship Program, we agree to:

- meet at least 3 to 4 times during the year, using an agreed upon medium (e.g. in person, via Skype, by phone).
- keep all conversations/ communications stemming from this agreement confidential.
- respect one another's time (e.g. reply to emails and telephone calls within a time period agreed upon at first meeting).
- clearly communicate if one of us feels that this match is no longer suitable.
- clearly communicate if one of us has something come up that interferes with our original plan to commit our time and efforts.
- Other:

Our first meeting will take place on _____ (Day/Month/Year).

Our choice of meeting medium for this first meeting is _____ (e.g. phone).

Mentor's Name (Print): _____ Mentor's Signature: _____

Mentee's Name (Print): _____ Mentee's Signature: _____

Date: _____ (Day/Month/Year)



Mentorship Meeting Templates

(3 meeting minimum)

The following three pages will provide you with some ideas of how to organize two meetings. Leading up to your first meeting, the mentor can share examples of agenda templates with his/ her mentee and/or guide him/ her through his/ her first meeting preparation. This may be the first time the mentee has organized a meeting on his/ her own. Keep in mind these templates are just to serve as examples/ guidelines and may serve as a source of inspiration for agenda development. Once you establish your relationship, feel free to think outside the box (or template) and keep a log of what worked and did not work so well.

We look forward to hearing how your mentorship experience went at the next NSDA Annual General Meeting (AGM).



Meeting #1: Introductory Meeting

Date: _____ (Day/ Month/ Year) Length of time: _____

Location: _____ (or medium)

Common questions/ reflection items that can be used to break the ice:

- What would I like my mentor/mentee to know about me?
- What am I looking to get out of this program?
- How would I describe my communication style?
- What am I looking to get out of this relationship?
- Other: _____
- Other: _____
- What are three goals (and supporting objectives) I would like to achieve over the next eight months?
 - *Goals can be anything related to your career path or personal life (as agreed upon between mentor/ mentee).*
 - *Goals should be SMART (Specific, Measurable, Attainable, Realistic, Time-bound).*
 - *Goals can be supported by Action Planning. If you do not know what this is, ask your mentor. An example of an action planning tool (inspired by Stanford Patient Education Research Center; Chronic Disease Self-Management) has been included under meeting 2.*

My three SMART goals are:

- 1) _____
- 2) _____
- 3) _____

Action Items should be set at each meeting (or during each correspondence). Action items need not be SMART, but can be if you each agree this facilitates communication and accountability.

Examples could include:

- Decide on the date of your next meeting
- Prepare to discuss research positions or academic programs that appear to align with your interests/ goals.
- Bring in job postings or course outlines to discuss at your next meeting.
- Research an activity that you and your mentor can do together that will help you achieve goal 1 (e.g. Coaching workshop, Personality Dimensions Workshop, Walk for the Cure, Weekly yoga class).
- Other: _____
- Other: _____



Meeting #2: Solidifying Goals and Information Sharing

Date: _____ (Day/ Month/ Year)

Length of time: _____

Location: _____

At the second meeting, the mentee and mentor will revisit and solidify the mentee’s SMART goals. Action planning tools have also been provided below.

Revised three SMART goals are:

- 1) _____
- 2) _____
- 3) _____

Action Steps – Goal 1:

1.	<input type="checkbox"/>
2.	<input type="checkbox"/>
3.	<input type="checkbox"/>
4.	<input type="checkbox"/>

How much do you want to achieve this goal?

0	1	2	3	4	5	6	7	8	9	10
Not at all			Moderate				Very Much			

How confident are you that can achieve this goal?

0	1	2	3	4	5	6	7	8	9	10
Not at all			Moderately				Extremely			
Confident			Confident				Confident			



Action Steps – Goal 2:

1.	<input type="checkbox"/>
2.	<input type="checkbox"/>
3.	<input type="checkbox"/>
4.	<input type="checkbox"/>

How much do you want to achieve this goal?

0	1	2	3	4	5	6	7	8	9	10
Not at all				Moderate				Very Much		

How confident are you that can achieve this goal?

0	1	2	3	4	5	6	7	8	9	10
Not at all				Moderately				Extremely		
Confident				Confident				Confident		

Action Steps – Goal 3:

1.	<input type="checkbox"/>
2.	<input type="checkbox"/>
3.	<input type="checkbox"/>
4.	<input type="checkbox"/>

How much do you want to achieve this goal?

0	1	2	3	4	5	6	7	8	9	10
Not at all				Moderate				Very Much		



How confident are you that can achieve this goal?

0	1	2	3	4	5	6	7	8	9	10
Not at all			Moderately				Extremely			
Confident			Confident				Confident			

**If a mentee/ mentor chooses a score of 7 or less, it is recommended the goal/ action plan be revamped.*

Other potential topics for discussion for meeting 2:

- Discuss job postings/academic program information prepared for review by the mentee
- Mentor may share what do he/ she wished someone had told him/ her at the beginning of his/ her career? He or she may tackle questions like “How does your actual work experience compare with your time as a student?”.
- Resource sharing – how to write a resume or curriculum vitae.