

CSTE Mentorship Program Orientation

Friday, November 6th



Council of State and Territorial Epidemiologists

CSTE Team



Jessica Arrazola



Symone Richardson



Objectives



- Outline the CSTE Mentorship Program Structure
- Describe at least two strategies to facilitate e-mentoring
- Describe at least two mentoring best practices

Agenda



- Program Structure
- E-Mentoring
- Mentoring Best Practices
- Questions

Program Structure



Mentorship Program Background



- Purpose
 - Provide an opportunity to build relationships and foster shared learning among applied epidemiologists
- Goal
 - Promote the exploration of STLT career opportunities

Mentorship Program Structure



- 9 month program November 2020 through July 2021
 - Developed based on lessons learned from our fellowships and the published literature on mentorship
 - 20 mentors and 28 mentees matched across the country

Stages of Mentoring Relationships



Timing	Stages	Challenge	Activities
Beginning	Initiation and goal setting	Develop rapport	• Share background experiences, values, and learning preferences. Identify relationship purpose or goals.
Middle	Cultivation	Learn to collaborate	• Select a topic or activity on which to collaborate
End	Separation and redefinition	Reflect and grow	• Reflect on lessons learned, identify future professional development needs • Transition to relationship that is collegial, friendship, or ad hoc. Check in occasionally to maintain the connection

Adopted from Lunsford, L. (2016). A handbook for managing mentoring programs. (p. 100).

Program Components



- “Live Events”
 - November Orientation
 - Webinars focused on professional development
- Tasks
 - Self-assessment
 - Goal-setting
 - Professional development navigation
 - Leadership values
 - Implementation intention
- Activities
 - “Meet” between mentor and mentee monthly during the program
 - Strongly suggest first meeting is by phone or skype
 - Can also communicate by email, instant messenger, or skype
 - Newsletters will be sent monthly with activities and suggested discussion topics
 - Half way point check-in
 - Evaluation
 - Provide feedback for program improvement

Self-Assessment



- Purpose
 - Intended to help mentors and mentees reflect on how they work with others and what they bring to the relationship
- Format
 - Two brief questionnaires
 - Working style
 - Communication style
 - Independent and self-scored
 - Question prompts will be provided to guide discussion once both parties complete

Goal Setting



- Purpose
 - Intended to guide mentors and mentees through the process of establishing the mentoring relationship
 - Think about what you want out of the relationship but also what strengths you can bring to it
- Format
 - Independent worksheet
 - Some additional questions only for mentees to consider
- Mentors and mentees should compare and discuss once complete in order to develop common rules and goals for the relationship

Professional Development Navigation (GPSR)



- Purpose
 - Maximize professional development
 - Helps mentors/mentees identify strengths and areas for improvement in 4 areas of professional development
- Format
 - Self-scored questionnaire
 - Reflection questions
- Mentors and mentees should complete the questionnaires and then set time aside to discuss reflection questions surrounding their areas for improvement

- Purpose
 - Identify the values that impact your work
- Format
 - Short values exercise
 - Reflection questions
- Mentors and mentees should discuss prioritized values and answer the reflection questions focusing on how those values impact job performance

Implementation Intention



- Purpose
 - Develop a list of intentions outlining how you will implement the lessons learned in the program in the workplace/your future career
- Format
 - Independent action planning form
 - Can be adapted to fit individual needs
- Mentors and mentees should compare and discuss once complete

- A platform for program participants to connect with each other to share resources, ideas, and discussions.
- Components
 - Campfire
 - Sent to everyone in the Basecamp
 - Message Board
 - To-dos
 - Schedule
 - Docs & Files

E-Mentoring



Face-to-Face Mentoring



Advantages

- Stronger bond
- Non-verbal communication
- Immediacy of response

Disadvantages

- One mentor
- Limited by location and not skill set or need

Virtual Mentoring



Advantages

- Location doesn't matter
- Connect with SMEs
- Time efficient
- Messaging & written communication

Disadvantages

- Difficult to build relationship
- Lack of accountability
- Coordinate communication

How to Mentor at a Distance CSTE

- Allow time to build the relationships
- Plan ahead
- Listen actively and avoid interruptions
- Use technology for better communication
- Take extra time to understand how business and culture are different where the other person lives
- Anticipate needing to manage communication across time zones
- Rely more on writing to clarify details not understood in conversation

Mentoring & Coaching Skills CSTE

- Create an open and supportive climate for discussion
- Demonstrate good listening/follow-up skills
- Provide constructive feedback and advice

Mentoring Best Practices



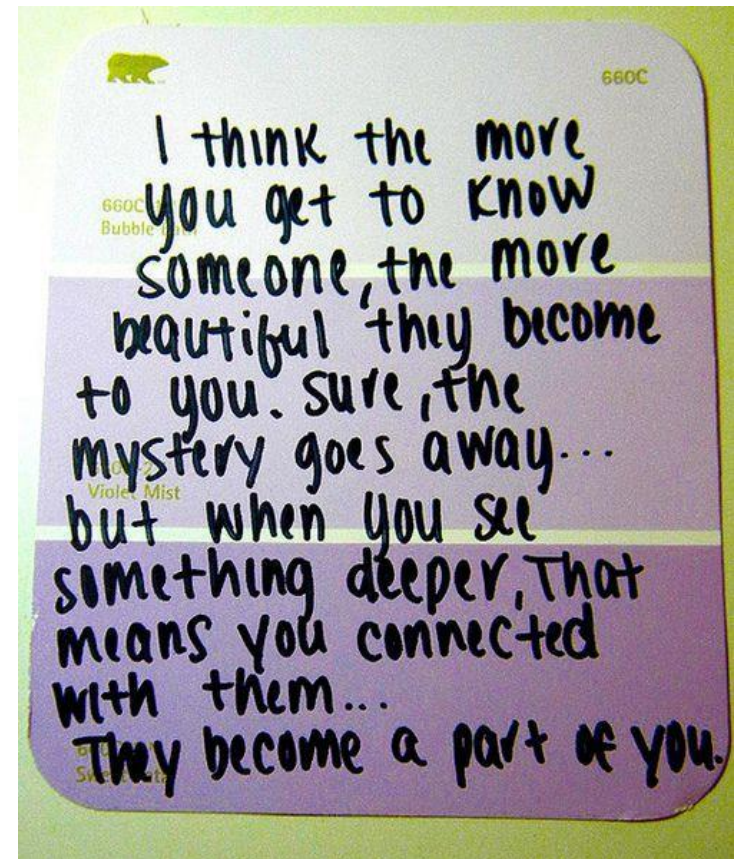
Increase your awareness of yourself and others



Get curious about the other person's story



What's your story?



Barriers to Effective Communication CSTE

- Defensiveness or premature assumptions
- Judgments based on cultural differences or interpersonal relationships
- Mixed messages

Listen for passion and potential



Active Listening Strategies CSTE

- Maintain eye contact with the speaker while he or she is talking
- Avoid distractions
- Stop all other activities
- Pay attention to what the speaker is saying
- Ask for clarification
- Summarize what the speaker has said
- Pay attention not only to the words but also to the feelings behind the words.
 - By referring to the speaker's feelings "It seems that you are angry about...", you can make it clear that you understand what the speaker is saying and also understand the speaker's feelings about the topic.

Share your own crystallized experience

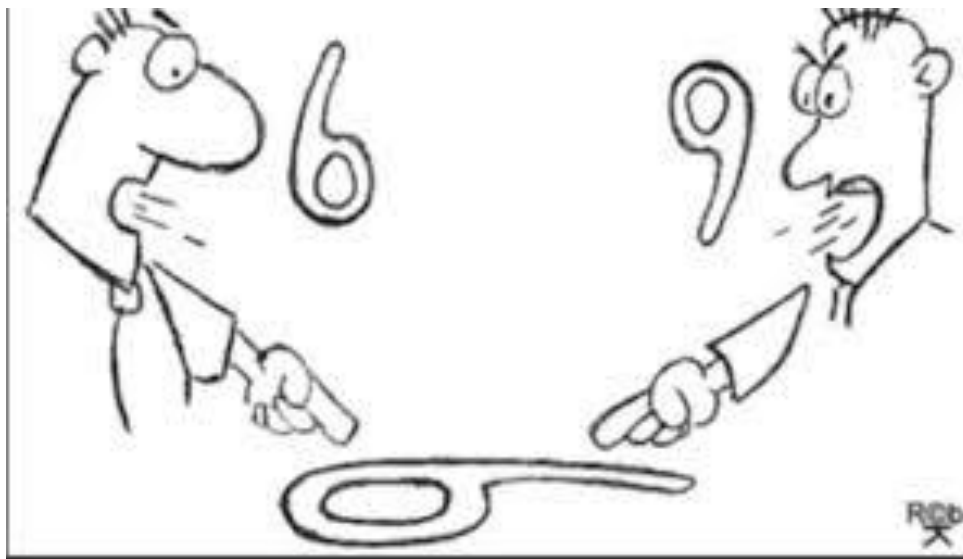


Discussion Topics



- Manage conflict within the office or unit
- Career progression
- Networking
- Influencing others
- Managing politics in the office and organization
- Newest trends in technology
- Time management
- Work/life balance
- Leadership development

Be aware of your own assumptions



2020-2021 CSTE Mentorship Program

AS

ARB

BH

CP



ES

EL

EG

HK

HR

JK



JM

JC

KC

LB



MC

[Add/remove people](#)

Campfire



Chat casually with the group, ask random questions, and share stuff without ceremony.

Message Board



Post announcements, pitch ideas, progress updates, etc. and keep feedback on-topic.

To-dos



Make lists of work that needs to get done, assign items, set due dates, and discuss.

Schedule



Set important dates on a shared schedule. Subscribe to events in Google Cal, iCal, or Outlook.

Docs & Files

Orientation
Material

Program
Tasks

Newsletter
Archives

Resources/
Articles to
Share

[Change tools \(add Automatic Check-ins and Email Forwards\)](#)



2018-2019 CSTE Mentorship Program



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- Managing notifications

Step 1



Notifications are on

You're set to receive email and browser notifications for everything all the time.

Turn on Focus Mode

[Change your notification settings](#)

[Turn notifications off](#)

Personal Settings

My profile (avatar, title, password, etc)

My devices (Get our free mobile apps)

Log out

Step 2



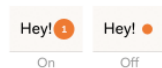
Notification settings and Work Can Wait

What?

- ☒ Notify me about everything
This includes new messages and comments, to-dos assigned to you, when someone @mentions you, and Campfire chats and Pings you're part of.
- ☐ Only notify me when someone sends me a Ping or @mentions me
Basecamp will only send you a notification when someone sends you a Ping or @mentions you anywhere. You can always check the Hey! and Campfire menus manually to see what else is new for you.

How?

- ☒ Send me email notifications
Note: To prevent your inbox from overflowing, Basecamp will bundle Pings together if they happen within a few minutes of each other. You won't be emailed if you are actively participating in a Ping or Campfire chat in the Basecamp app or on your computer.
- ☒ Pop up notifications on my computer when Basecamp is open
Note: To prevent you from being annoyingly overnotified, you won't get pop-up alerts about a particular message, to-do, or chat if you're looking right at it.
- ☐ Show the number of unread items
You'll see counts for each new Ping, Campfire, and Hey! notification when Basecamp is open in your browser.



- Managing notifications

Step 1



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Step 2



Notification settings and Work Can Wait

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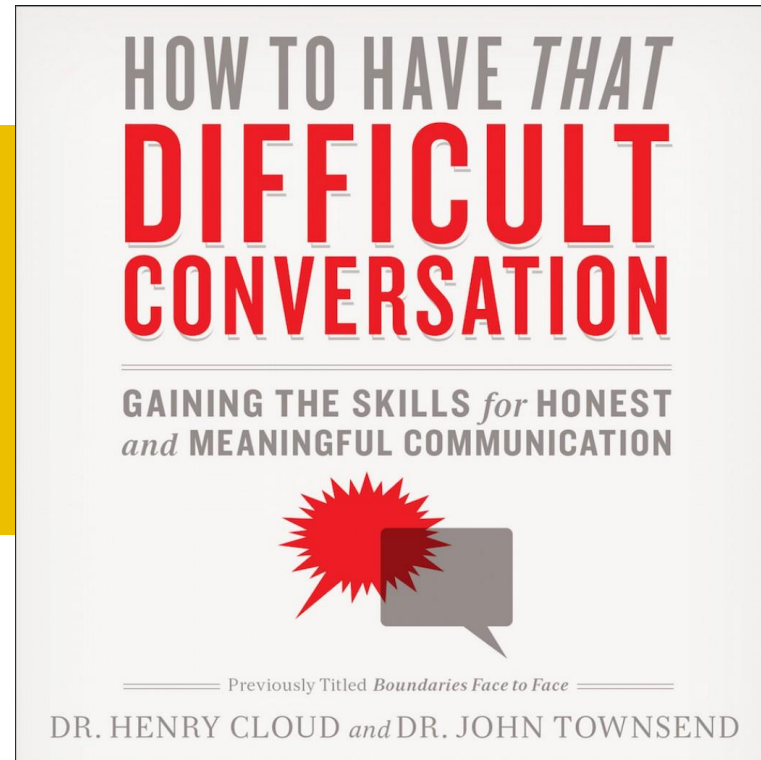
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On

Hey! 
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Address differences openly



If things aren't going as you expected, what do you do?



- What is the challenge?
 - Interpersonal or task-oriented
- What can you do to improve the situation on your own?
 - Did it work? If not, what other options are available?
- Let CSTE know about your challenge
 - CSTE can only address challenges if we are aware of them

- Are mentors required to attend the webinars sponsored by the Early Career Professionals workgroup?
- Will CSTE be available to provide additional support and resources to mentors and mentees if requested?
- How can mentors connect to share ideas and resources amongst themselves?

Q & A



- What questions do you have?
- What would you like to discuss with the other mentors and mentees on the phone today?
- What else can CSTE provide to support your participation in the mentorship program?
- Reminders:
 - Complete webinar evaluation as you exit
 - Send any questions, comments or concerns to Jessica Arrazola (jarrazola@cste.org)



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