

CSTE Mentee Orientation



Welcome to the 2022-2023 CSTE Mentorship Cohort!



To help us get to know you, please
introduce yourself in the chat with
your name, jurisdiction/school and
favorite dessert

Example:

Sarah Auer, CSTE, Chocolate Chip
Cookies

Housekeeping



- This meeting is being **recorded**. The slides and recording will be distributed.
- Please remain on **mute** unless speaking to minimize background noise.
- Please feel free to use the **chat box** for any questions or comments you have.

CSTE Team



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Objectives



- Outline the CSTE Mentorship Program Structure
- Describe expectations for mentees
- Describe at least two mentoring best practices

Agenda



- 1 Review Program Structure
- 2 Expectations for Mentees
- 3 Networking with Cohort Members
- 4 Mentoring Best Practices
- 5 Questions

Program Structure



Background



Purpose

Provide an opportunity to build relationships and foster shared learning among applied epidemiologists

Goal

No matter where you are in your career, promote the exploration of STLT opportunities and a career in epidemiology

Program Structure



10-months
(October – July)

Sixth cohort

91 mentors
134 mentees

This is our largest cohort yet!

Program Components



Live Events



October orientation (*required*)



Early Career Professionals Subcommittee
webinars and events



Networking sessions (occurring monthly!)

Program Components



Tasks

- Self-assessment
- Goal-setting
- Professional development navigation
- Leadership values
- Implementation intention

Tasks can be completed before meeting with a mentor or during your monthly session

Program Components



Activities



Meet with your mentor monthly during the program



Read monthly newsletters



Halfway point check-in (*required*)



Final evaluation (*required*)

Mentor Connection



Each month you will receive a “Mentor Connection” newsletter

The newsletter includes:

- Announcements (upcoming deadlines, webinars, etc.)
- Monthly tasks
- Optional activities (at CSTE and other organizations)
- Suggested discussion topics
- Tips for professional growth
- Ways to engage with CSTE
- What are you reading?
- CSTE Subcommittee feature
- Get Inspired (articles, podcasts, etc.)

Please send your
recommendations
for content so we
can share with
everyone!

Self-Assessment



This is the first activity you will complete with your mentor

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 and communication styles)
- Independent and self-scored

Communications



All communication for the program (except the monthly newsletters) will occur through Basecamp.

Basecamp is the place for:

- Monthly activity worksheets
- Participant list
- Announcements for upcoming webinars
- **Archived** newsletters

More on the
Basecamp
page later in
the
presentation

**Q: What should I
have done by
now?**

- ✓ Sent an email introducing yourself to your mentor.
(If you haven't already, no worries, send one today!)
- ✓ Attend CSTE Mentee orientation

Expectations for Mentees



Attendance



- **Meet with mentor monthly (via phone or Zoom)**
 - We recommend setting a monthly time and keeping to it.
 - Communicate proactively with your mentor when you are unable to attend a session.
- **Attend Early Career Professional Subcommittee events and webinars**
- **Attend monthly networking events**

Take the lead



The expectation is that the mentee will take initiative and lead this relationship

This can look like:

- Being proactive with your introductory email
- Taking initiative to schedule monthly meetings
- Drafting an agenda for the call
- Communicating openly and regularly with your mentor
- Bringing questions for the mentor



- Remember this is a **professional relationship** (all communications should reflect that)
- Be **conscious** and **respectful** of each other's time
- If you are no longer available to participate, be open and honest and **inform your mentor and CSTE**

Q: What if I encounter challenges during the program?

- Have **confidence** in your ability to communicate and problem solve with your mentor
- CSTE is a resource point during the program

Networking with Cohort Members



2022-2023 Cohort



227

Total cohort
members

43

States and
territories
represented

26

Different
educational
degrees

Networking Activity



**Now you will have a chance
to meet other members of
the cohort.**



We are going to put you in
small breakout rooms for 15
minutes.

Share your name, jurisdiction,
one thing you're hoping to
learn during the program.

Mentorship Best Practices



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

Mentorship at a Distance



Allow time to
build a
relationship

Plan ahead to
complete tasks
you've
discussed

Use technology
for better
communication

Understand work
and life culture
where the other
person lives

Anticipate
needing to
schedule across
time zones

Active Listening Strategies



- Maintain eye contact with the speaker while he or she is talking
- Avoid distractions (stop all other activities)
- Ask for clarification
- 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.

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).

Key Reminders



- ✓ Get curious about the other person
- ✓ Avoid premature assumptions – ask clarifying questions
- ✓ Be willing to share your own experiences

**Q: What should I
talk about with
my mentor?**

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

This year we are planning to host a monthly networking event to provide an opportunity to get to know your cohort members

When would you prefer networking events take place?

- Lunch hour (12 – 1 pm ET)
- Afternoon hours (after 1 pm ET)
- After business hours (after 5 pm ET)

A platform for program participants to connect with each other to share resources, ideas, and discussions. **You should have received an email notification from me to join the Basecamp page.**

2022-2023 CSTE Mentorship Program

Add some people SA

Message Board



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

To-dos

October Action Items

- ☐ Attend Orientation Session
- ☐ Send introductory email to mentor Oct 19

November Action Items

- ☐ Complete Self Assessment Nov 30

December Action Items

- ☐ Complete Program Goal Setting Exercise Dec 31

Docs & Files

Program Tasks

Newsletter Archives

Orientation Materials

Cohort Participants

Campfire



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

Schedule

WED, OCT 19

- ☐ Send introductory email to mentor
- October Action Items
- Mentee Orientation 1:00pm - 2:00pm

THU, OCT 20

- Mentor Orientation 3:00pm - 4:00pm

WED, NOV 30

Email Forwards



Share emails with your team, collect comments, and reply directly to the original sender.

Message Board



Message Board

SA Welcome to the CSTE Mentorship Program!

Message Board: Used for announcements and starting discussions with the group. Other cohort members can reply to the post.

We welcome participants to utilize the message board!

To dos



To-dos

October Action Items

- ☐ Attend Orientation Session
- ☐ Send introductory email to mentor  Oct 19

November Action Items

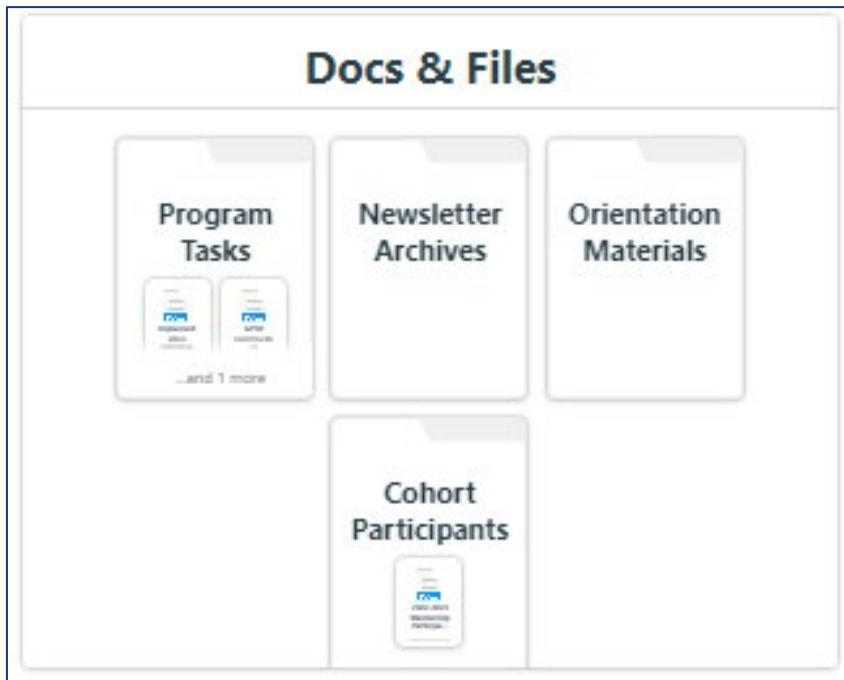
- ☐ Complete Self Assessment   Nov 30

December Action Items

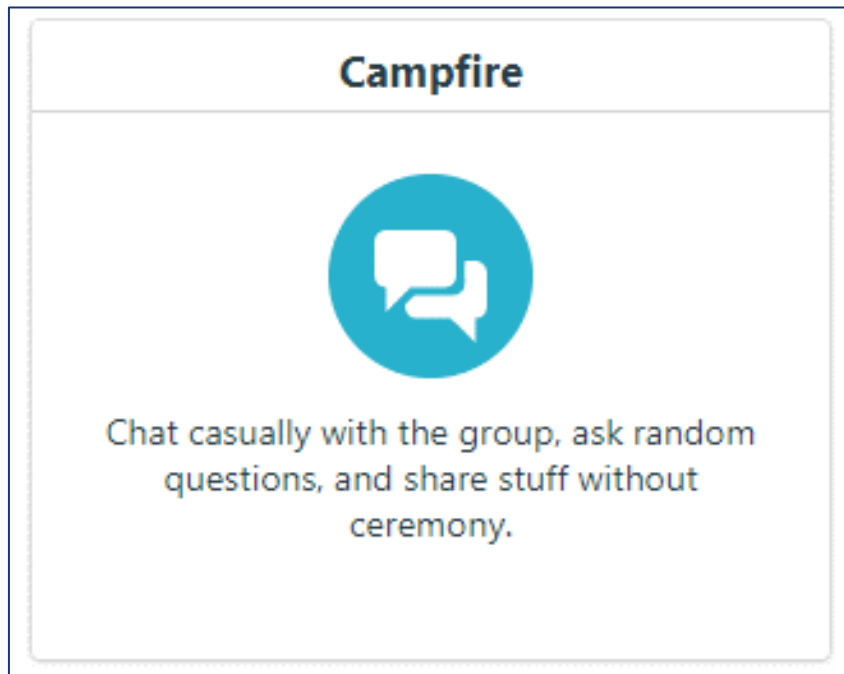
- ☐ Complete Program Goal Setting Exercise 
 Dec 31

To-dos: Includes action items for each month.

The to-dos are **VIEW ONLY.** Please do not check off the to do list items as it will check it off for the whole group.



Docs & Files: Archive of useful documents, including participant list, newsletters, orientation materials and monthly program tasks.



Campfire: Casual chat box that will be sent to the whole group. Great place for questions.

Schedule



Schedule

☒ WED, OCT 19

☐ Send introductory email to mentor
October Action Items

Mentee Orientation SA
1:00pm - 2:00pm

☒ THU, OCT 20

Mentor Orientation SA
3:00pm - 4:00pm

☒ WED, NOV 30

Schedule: Upcoming events and webinars will be posted here.

Email Forwards



Email Forwards

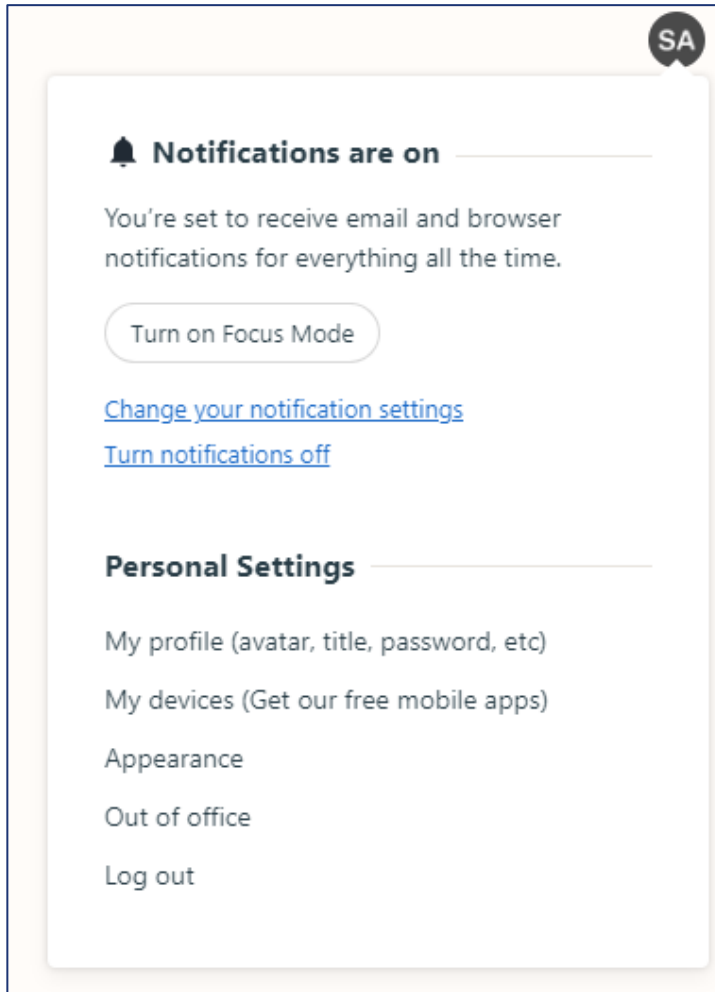


Share emails with your team, collect comments, and reply directly to the original sender.

Email Forwards: Includes email forwards regarding mentorship and professional development. Cohort members are also welcome to forward emails to share with the group.

*Click on “Email Forwards” and it will provide you a unique email address to send it automatically to this Basecamp community.

Notifications



To ensure your notifications are on, go to your initials in the upper right-hand corner.

You have the option to **change your notification settings**.
Basecamp sends notifications via email.

You can also request to only receive Basecamp notifications during your working hours.

FAQs



- What can mentees expect from mentors?
- Are mentees 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?

- What questions do you have?
- What else can CSTE provide to support your participation in the mentorship program?

Reminders:

- Complete orientation evaluation in the chat box
- Send any questions, comments or concerns to Sarah Auer (sauer@cste.org)

Next Steps



- ☐ Be sure to schedule your first meeting with your mentor
- ☐ Register for the Basecamp page
- ☐ Keep an eye out for the October Mentor Connection
- ☐ *Save the Date:* "CSTE Opportunities for Students" webinar on Friday, November 4th at 3 pm ET. Registration link in the chat.
- ☐ Enjoy the experience!