

CSTE Mentorship Program Orientation

Jessica Arrazola, DrPH, MPH, CHES
CSTE Senior Program Analyst



Council of State and Territorial Epidemiologists

CSTE Team



Jessica Arrazola



Mia Israel



Objectives



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

Program Structure



Mentorship Program Background



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

Mentorship Program Structure



- 9 month program October 2017 through June 2018
 - o Developed based on lessons learned from our fellowships, the published literature on mentorship, and the 2017 pilot program
- 54 mentors and 72 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).

Mentorship Program Structure



- “Live Events”
 - o October Orientation
 - o November “Applying for Epidemiology Jobs” Webinar
 - o Other Early Career Professionals-sponsored webinars TBD
- Tasks (Complete November-June)
 - o Self-assessment
 - o Goal setting exercise
 - o Leadership Teachable Point of View exercises
 - o Implementation intention exercise
- Activities
 - o “Meet” between mentor and mentee at least three times during the program
 - Strongly suggest first meeting is by phone or skype
 - Can also communicate by email, instant messenger, or skype
 - o Newsletters will be sent monthly with activities and suggested discussion topics
 - o Half way point check in by email
 - o Evaluation
 - Provide feedback for program improvement
- Potential opportunity for sponsored travel to 2018 CSTE Annual Conference

Self-Assessment



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

Goal Setting



- Purpose
 - o Intended to guide mentors and mentees through the process of establishing the mentoring relationship
 - o Think about what you want out of the relationship but also what strengths you can bring to it
- Format
 - o Independent worksheet
 - o 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

Leadership Teachable Point of View (LTPOV)



- Purpose
 - o Reflect on your personal leadership journey and values as an individual
 - o Helps mentors/mentees get to know one another and connect on an interpersonal level
- Format
 - o Two exercises, spread out over 2 months
 - Leadership Journey Line- reflect on where you've been and where you want to go in your leadership journey
 - Values Exercise- identify your core values
- Mentors and mentees should set a time to discuss each exercise once complete

Implementation Intention CSTE

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

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

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



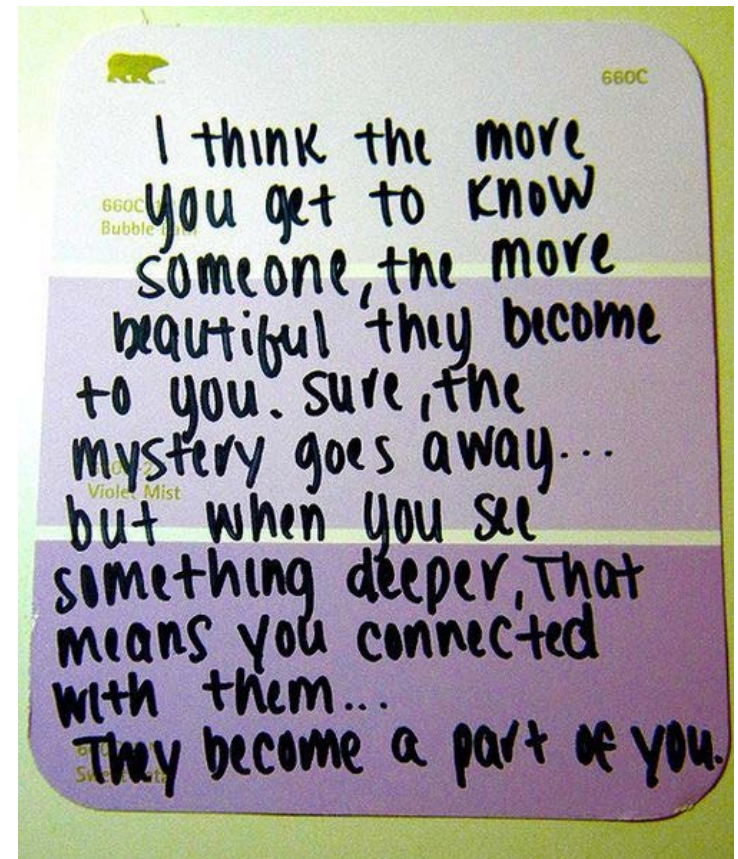
Increase your awareness of yourself and others



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.
 - o 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

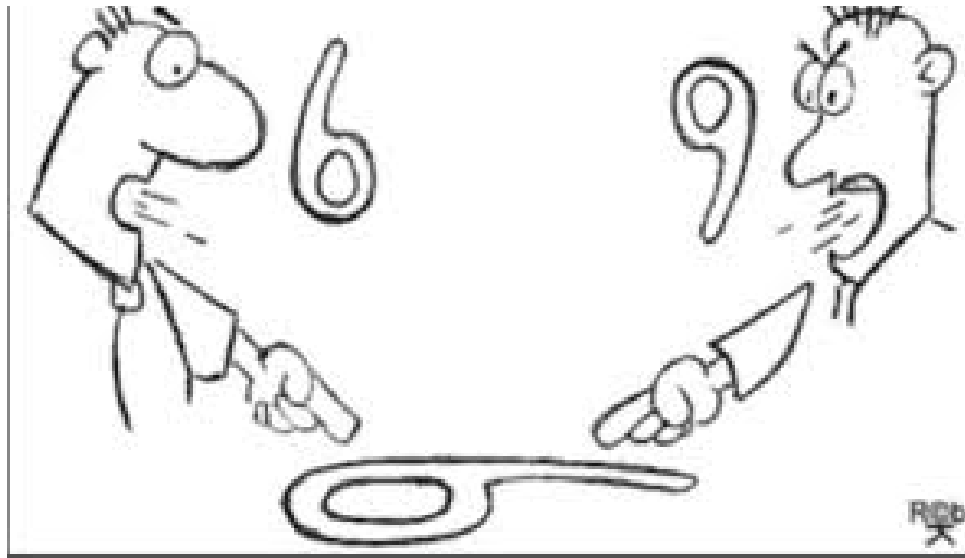


Discussion Topics

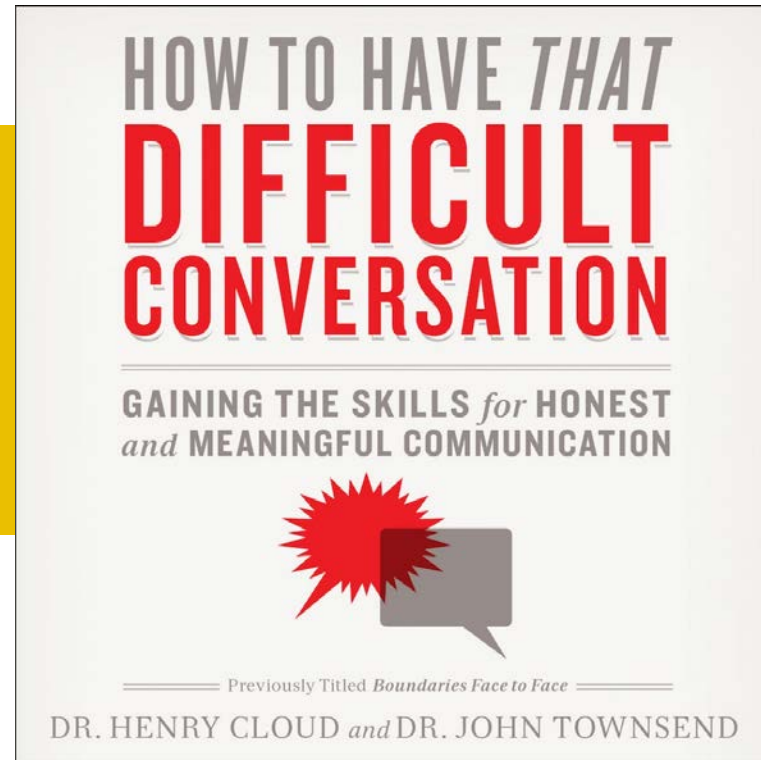


- Manage conflict within the office or unit
- Career progression
- Networking
- Influencing others
- Managing politics in the office and organization
- Newest trends in technology
- Time management
- Work/life balance
- Leadership development

Be aware of your own assumptions



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

FAQs



- Is there an online platform for the CSTE Mentorship Program?
- 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:
 - o Complete webinar eval as you exit
 - o Send any questions, comments or concerns to Jessica Arrazola (Jarrazola@cste.org)



CSTE National Office

2872 Woodcock Boulevard, Suite 250
Atlanta, Georgia 30341

T 770.458.3811

F 770.458.8516

Jarrazola@cste.org