Mentorship Program

Mentoring is vital component of the professional development at any stage in your career. Mentors can help others in the profession establish relationships that may have been unattainable before. Mentors can also become mentees by seeking knowledge and wisdom from those that came before them. Nonetheless, everyone can benefit from mentoring. AIHA recently upgraded the mentoring program using the Qooper platform, which is also accessible on your mobile device. For more information on the new platform, check out ‘The Future of Mentoring’ blog.

Benefits of Becoming a Mentor
- Enhance your communication and personal skillset
- Improve leadership and managerial traits
- Strengthen your knowledge of certain subjects
- Increase confidence and inspire yourself
- Strengthen your CV and add to volunteer experience
- Establish relationships

Benefits of Becoming a Mentee
- Gain valuable knowledge from experienced professionals
- Develop communication skills
- Improved confidence and a sense of empowerment
- Develop a better understanding of what the next stage of your career
- Establish relationships

*Must be an active member of AIHA and logged in to complete the following steps*

How to Join

Step 1:
- Visit the Mentoring Page, [https://community.aiha.org/viewdocument/mentoring](https://community.aiha.org/viewdocument/mentoring)
  You must log-in to Catalyst to access.

Step 2:
- To join as a mentee, visit [https://mentoring.qooper.io/join/31456d](https://mentoring.qooper.io/join/31456d) or
- To join as a mentor, visit [https://mentoring.qooper.io/join/31456d](https://mentoring.qooper.io/join/31456d)

Once you have joined as a mentor or mentee there are some learning opportunities/guidelines on Qooper. However, here are some basics to keep in mind for the most effective mentoring relationship.
How Should You As A Mentee Communicate With Your Mentor On Qooper?

- Develop a schedule so that you have regular meetings with your mentor
  - Be punctual and flexible with your mentor’s schedule
  - Be ENGAGING!

- Ask plenty of relevant questions
  - Mentors tend to be busy so they may only have time to answer the most important questions
  - Be consistent with communication
    - Let your mentor know what you have going on
    - Keep them INFORMED!

How to Communicate To Your Mentee As A Mentor?

- Perceptions
  - Focus on the communication situation with your mentee at that point in time
    - Reactions should be based on present or current signals
  - Try to relate psychologically to the situation the mentee is in before giving any input
    - Put yourself in their shoes and consider what is being said from their point of view
  - Be optimistic in your perceptions
    - Confirm your perception of the mentee before reacting to it
      - Important in developing respect and a sense of understanding

- Behaviors
  - As a mentor you should take the leadership role

- Listening
  - Listening is not a passive activity, it is ACTIVE!
  - To improve your listening skills try to:
    - Acknowledge
      - Say “yes”, “right”, “uh huh”, and nod your head
      - REMEMBER: Respond to and validate your mentee’s feelings first and then the facts, NEVER THE REVERSE
- **Attend**
  - Be present mentally and physically
  - **Mentally**
    - Use mental capabilities and all senses to detect the entire message
  - **Physically**
    - Use body language to convey involvement with and understanding of the message

- **Reflect**
  - Rephrase in your own words what the mentee has said or feels
    - Important skill to use as your mentee expresses themselves
  - Reflection encourages the mentee to continue talking

- **Probing**
  - Ask questions that are relevant and non-threatening
  - Closed-ended vs Open-ended
    - **Closed-ended**
      - Require yes or no, sometimes short information responses
      - Useful in focusing the mentee on specific issues and in assisting the development of action plans
    - **Open-ended**
      - Impose no restrictions on the response by the mentee
      - Helps the mentee indulge and explore the problem at hand

- **Summarizing**