



# **FMWC Mentorship Program**

## **Orientation Manual 2019**

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## Our Mission

For nearly 100 years, the Federation of Medical Women of Canada (FMWC) has been connecting Canadian women in the medical profession with one another and with the community. Through these connections, the FMWC can provide a unified public voice for female physicians, advocate for women's health issues, promote the interests of women physicians and provide forums for networking at the local, national and international levels.

*The FMWC Mentorship Program aims to create effective one-to-one partnerships between medical students, residents and physicians to facilitate personal development, career exploration and to empower young female medical professionals to maximize their individual potential.*

## Goals of the Mentorship Program

Successful mentorship happens among those who understand the values and goals of mentorship. This program has three core goals:

1. To build intergenerational and interprofessional ties within our medical community.
2. To provide trainees with a support network that promotes resiliency and encourages development of ideas, interests, and skills in a safe space.
3. To provide mentors with opportunities to develop their skills in mentoring and to share their knowledge and experience.

## Program Overview

The FMWC Mentorship Program will create partnerships consisting of a medical student or resident and practicing physician. Matches will be made based on location and career goals/interests. After a match is made, the pair is to remain fixed for twelve months duration, at which time a re-match can occur.

We suggest that mentor pairs commit to a minimum of two meetings per year. A meeting can take place at the FMWC's Annual General Meeting. Other meetings can occur either in person or electronically at the pair's convenience. Pairs are responsible for setting their own goals, methods for communication, expectations, and arranging times to connect. Meetings may be as frequent or infrequent as suits their goals and needs.



## Why become a Mentor?

There are many benefits to acting as a mentor, some of which are listed below. You may find additional benefits once involved, and if so, please feel free to share with us!

- Share the knowledge and experience that you have gained in your career and personal life
- Have a role in shaping tomorrow's leaders in medicine
- Have an opportunity to "give back" in a non-clinical environment
- Engage with different generations of professionals, gain new insights in the process
- Establish new connections and networking
- Foster partnerships for healthcare and health advocacy projects
- Stay engaged with new developments in medicine and medical training

## Practices of effective mentors

### i. Goal Setting

Goal-setting is an important technique for developing a solid foundation for future planning and organization. By knowing what your mentee is striving to achieve, you will be able to get a sense of where to focus your discussion. Work with your mentee to clearly define their goals which can then be measured over the course of your relationship. Keep in mind, many mentees may have very specific reasons as to why they are seeking a mentor. It is important to explore these reasons when goal-setting.

There are several important factors to consider before goal-setting with a mentee:

1. Creating an environment where your mentee feels comfortable to share their interests within and outside of medicine.
2. The mentee should be directly involved in setting their own goals.
3. Goals must be specific and measurable to monitor progress.
4. Goals should be realistically attainable to prevent inevitable discouragement or disappointment.

### ii. Sharing and modeling values

Many of our core values come from modeling those who have been important positive influences in our lives. Think about how you model the values you wish to project onto your mentee and be sure to share with them what is important to you and why. This is important for building trust and development of the relationship.



### iii. Maintaining effective communication

Decide how best to maintain consistent communication with your mentee (phone calls every few months, videoconferencing, emails, in-person meetings etc). In the early months of your relationship, consistent communication is key to developing your understanding of each other's goals and interests.

## Expectations of Mentors

At FMWC, we value the time our mentors take to foster relationships with mentees and understand that this requires time, energy, and dedication. To make the process easier and to set goals for both mentors and mentees, we have outlined a few guidelines on behalf of the mentor:

- Occasional check-ins and monitoring progress throughout the course of the mentorship
- Encouraging expectations and goals that the mentee can engage in
- Nurturing a friendly and cordial relationship through guidance and direction
- Incorporation of professionalism, ethics and problem solving in activities and goals
- Use of patience, role modeling and positive reinforcement to encourage reaching mentee's goals
- Respect of mentee's time and priorities, both professional and personal, and letting the mentee know that you will be available to them to answer questions and offer advice throughout the course of the relationship
- We encourage sharing your own experiences and suggestions for success
- Promote professional development through incorporating life and career skills in mentorship

## Tips for Mentees

### i. Take the lead

Have an agenda in advance of every meeting with a specific objective of what you hope to get out of it. Recognize that your mentor is here to help you reach your goals and to do that, you need to have an idea of what your goals are. This helps make meetings meaningful, and makes the most of your time together.

### ii. Take advice into consideration

Make a point to follow-up on the advice that your mentor has given you. If the advice does not work for you, have a dialogue about it and explore whether or not it can be more tailored to fit your situation. Not all advice may be feasible or right for you, but



showing that you took their guidance into consideration is an important part of an effective mentorship relationship.

### iii. Be flexible and adaptable when arranging meetings

Your mentors are likely busy individuals which means that maintaining consistent communication may require working around their schedule. Ask them how they would best like to be contacted (in-person, phone, email etc.) and what times/days are better for them. Make sure they have a way of contacting you.

## Social Media in Mentorship

The FMWC is proud to assist in coordinating mentorship pairs across Canada to support and promote the professional and personal development of female medical students, residents and physicians across the country. When using social media, recall tenets of respectful social media etiquette. The FMWC is not responsible for content in any in-person or electronic communications between individuals taking part in the mentorship program, and hopes that courtesy and respect will guide all communications you have. Remember, you are interacting with your current or future medical colleagues!

Tips for social media use:

- Establish expectations on what form of communication is to be used (email, skype, facetime etc) and what are appropriate response and times.
- Use respectful language at all times.
- Ensure all communication is professional.
- Do not share confidential patient information, including name, photography, or video.
- Do not share private banking information.

## Application Process

Apply today through the mentor and mentee intake forms sent out via FMWC National Office.

## Contact Us

Contact us any time through the FMWC National Office:

Email: [fmwcmain@fmwc.ca](mailto:fmwcmain@fmwc.ca)

Toll Free Phone: 1-844-215-8455

Online: [www.fmwc.ca](http://www.fmwc.ca)



## Mentorship Resources

Additional resources can be found at the following links:

1. [Stanford Alumni Mentoring](#)
2. [University of Toronto Mentoring Webpage](#)
3. [A Guide for Mentors from the Center for Health Leadership & Practice \(Oakland, CA\)](#)
4. [COMPASS Coaching & Mentoring: Tools and Services \(Harvard Longwood Campus\)](#)