

February 24, 2023

Dear APIC Member,

Thank you for your interest to participate in the first SDIC APIC Chapter Mentorship Program 2023, as we embark in the first year of the program. The one year program commences on March 1, 2023. While every mentoring relationship is different, there are general and accepted roles and responsibilities of both the mentor and mentee. The goal of the program is teach our mentees and provide knowledge and guidance for our novice professionals to be successful as their mentors.

Mentees expectations and responsibilities:

1. **Drive the Relationship:** As a new professional in the field, the mentee sets the goals and objectives to acquire the skills and knowledge needed. Be transparent of the goals as the first discussion with your mentor.
2. **Listen and Reflect:** Be willing to learn. Listen and reflect what is shared by your mentor regarding experiences and lessons learned that can be applied.
3. **Accountability:** Be prepared for meetings with your mentor and complete action items if requested and agreed upon. If a mentor suggests a reading material (e.g., book, literature review, etc.) or attend a webinar course, be prepared to complete the task.
4. **Time Management:** Be respectful of your mentor's time that is established.

Mentors expectations and responsibilities:

1. **Be Available:** Establish a frequency to be available and accessible to the mentee to teach, guide and help shape their professional growth. Listen and support your mentees goals, objectives, ideas of initiatives such as quality performance improvement projects or practice presentations.
2. **Maintain confidentiality:** What is shared within the mentoring relationship should be kept confidential as mentees may need a space to talk or self-reflect as novice professional.
3. **Utilize Tools and Resources:** Set realistic follow-up tasks from your meetings. Provide tools, helpful links and resources for the mentee for educational growth. Examples can be attending conferences together, job shadow, assigning available webinars, books or literature review.

Communication between the mentor and mentee is expected on the first week of the program. To help facilitate the initial conversation between the pair, see *Icebreaker Questions* on page 2. SDIC APIC Chapter will follow-up with two short surveys in August 2023 and February 2024, to measure the mentoring program's progress and engagement experiences.

Thank you for your participation,



Jessica Alicdan, MPH CIC

SDIC APIC Education Chair

Icebreaker Questions:

Questions	Mentor	Mentee
What is your name?		
Where are you located?		
What is your current experience in the professional field?		
What are your greatest strengths?		
Mentee: What are the goals/desires for professional growth?		
If you had to describe yourself in a few words (e.g., social butterfly, dog/cat lover, foodie, traveler, sports fanatic, techie, etc.)		
What are challenges you are experiencing and trying to overcome in your role at the moment?		
Where do you see yourself in 3 years?		
What is the frequency of your meetings?		
Meeting preference (e.g., phone call, text, email, teams/zoom, in-person)		
Who should schedule the meetings?		
Should you create a goal map or agenda for each meeting?		
How do you prepare for your meetings?		
Connect on LinkedIn URL?		