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UVACH Mentorship Toolkit

Investing in yourself and supporting the
future of nursing



Mentoring New Graduates Transitioning to Practice

Mentoring Definitions

Mentor

- A volunteer process in which a more experience and trusted staff provides advice, support, and encouragement to a less experienced individual.

Mentor

- A skilled and knowledgeable expert who has expressed interest and is committed to a formal supportive relationship with a newer staff member, which will enhance the professional growth and development of that individual.

Mentee

- A mentee is someone committed to grow professionally and personally and is open to building a relationship with someone based on the above qualities and actions. Demonstrates similar qualities and commitment to that of the mentor.

Mentoring New Graduates Transitioning to Practice

This program provides an opportunity to:

- **Build relationships with other UVACH nurses**
- **Provide a safe environment to ask questions**
- **Facilitate mentee goal achievement and their ongoing professional journey**

Overview for (TBD session) 2025

Month 1

- ❖ **Sharing Your Story and Setting Goals and Intent**

Month 2

- ❖ **Work/Life Balance**

Month 3

- ❖ **Tough Conversations**

Month 4

- ❖ **Finding Your Voice**

Month 5

- ❖ **Navigating Schedules**

Month 6

- ❖ **Resilience**

Roles and Responsibilities Mentor

Role Model

- Serve as a role model to your mentee and provide professional advancement and development ideas and advice
- Be willing to share your own successes and failures with your mentee
- Prepare for each meeting by completing the workbook exercises

Support

- Allow mentees to guide relationship needs and goals
- Challenge your mentee to think and examine themselves
- Listen actively

Guide

- Lead discussion sessions
- Provide insight and vision through personal examples and storytelling
- Offer feedback that is constructive and meaningful

Empower

- Be a resource for your mentee and willing to be reasonably accessible to them during the program
- Establish a trusting relationship with your mentee

Roles and Responsibilities Mentee

Accountability

- Attend scheduled meetings
- Prepare for each session by completing the work in your notebook
- Contact your mentor as soon as possible, preferably 24 hours prior, if not able to attend scheduled meeting and reschedule your session
- Follow through with this commitment

Respect

- Respect your mentor's time and experience
- Listen actively and participate in the discussion sessions
- Be respectful and tactful if disagreeing with your mentor

Integrity

- Listen actively and participate in the discussion sessions
- Be open to new ideas and opportunities
- Follow through with this commitment
- Ask questions, share your progress, concerns, and needs
- Maintain confidentiality in the relationship

Meeting Agenda Template

1. Goals for the meeting
2. Topics/Issues to discuss
3. Accomplishments during the meeting
4. Tentative goals for the next meeting
5. Other

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A mentor is someone who sees more talent and ability within you than you see in yourself and helps bring it out of you.

Bob Goshen

