



YETENA WEG'S

MENTORSHIP GUIDE



About Us

Yetena Weg

Yetena Weg is a volunteer network of health professionals and other experts engaged in promoting health awareness, creating a mentorship platform for health professionals to learn from each other and share their work experiences.

Yetena Weg is governed by a board of directors and is a registered nonprofit in Pennsylvania, USA.

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INTRODUCTION

Yetena Weg Mentorship program is a virtual platform where medical students and other health care professionals communicate and get Guidance and Mentorship from experienced professionals in Health Care and the soft skills they need in their pursuit of academic and professional goals.

The Mentorship program was started in 2020. In our Inaugural year, we have successfully matched 198 mentees with experienced healthcare professionals. The Program also conducted Webinars on Leadership, Effective Communication, career and Academic Development, and International test preparation like USMLE and PLAB.

As of January 2022, Yetena Weg Mentorship has partnered with the Federal Ministry of Health and the Ethiopian Medical Students Association (EMSA) to increase the capacity and access to healthcare professionals all over Ethiopia.

The Mentorship Program matches Mentors with respective mentees in Three cycles per year, with one cycle lasting for 4 months.

Our short-term goal is to introduce an immediate support network for medical students and early health professionals .

The long-term goal is to cultivate a mentoring culture in our Health care Community

The aim of this guide is to explain the roles of mentors and mentees and to act as a reference manual.

AIMS

- To give early professionals personal insights and early preview into career and education paths they plan to embark on by creating a platform of connection with experienced professionals in their respective study areas.
- Develop teamwork, leadership and communication skills
- We bring leaders in the Healthcare field to share their experiences via webinars, and other interactive social media platforms.
- We provide communications skills with help of practicing clinicians and trained communication experts
- Build strong connections
- Both Mentees and Mentors benefit from the relationship and professional connection.
- Experienced Professionals also gain new perspectives and mentees gain trusted confidants and role models

MATCHING PROCESS

After reviewing each application for eligibility, the Mentorship team will aim to establish a suitable mentor-mentee pairing for the successful applicants as based upon the responses received in the forms.

The matching will therefore be based on the following criteria:

- Interest and passion of mentees which will be seen through the essay they submit
- Pick of mentors is decided by
 - Common area of interest & expertise
 - Corresponding timelines & objectives

WHAT IS MENTORING?

Mentoring is a process in which an experienced individual helps another person develop his or her goals and skills through a series of time-limited, confidential, one-on-one conversations and other learning activities.

Mentoring involves a long-term relationship between a mentor and a mentee that encompasses sharing of both professional and personal lives of the participants. The mentor serves as a teacher, role model, resource, advisor, supporter and advocate.

The mentor can enhance the mentee's sense of confidence and increase his or her self-esteem.

GUIDING PRINCIPLES

The following lists the guiding principles of mentoring and an overview of mentoring expectations.

- Mentees are responsible for their development.
- There will be a commitment from both parties.
- The relationship will be kept focused.
- Listening skills will be paramount.
- Mentees will ask for specific advice on ideas, plans, and goals and mentors will give specific advice when possible.
- All parties will be sensitive to a balance between talking and listening.
- All parties will give feedback whenever appropriate.
- All parties should take constructive criticism gracefully, it's all intended to help you grow.
- Meet virtually twice a month or a total of 9 hours throughout the 4 months
- In-person meetings aren't discouraged as long as both parties are in agreement
- Decide how you will be meeting (conference call, Zoom, by skype, etc.)
- A minimum of 3 virtual video meetings are expected
- Email ahead — giving at least 24 hours notice if possible if you have to cancel or reschedule.
- Work on shared goals.
- Keep confidentiality.
- keep in mind that you can reach out to Yetena Weg's mentorship team if you ever fell uncomfortable or unsafe.

ROLE OF MENTORS

- Be open to the mentee's ideas, discuss topics, etc. Help him/her learn to manage mentors such as you.
- Respect your mentee's time as much as your own. Be explicit about your own needs and limits (e.g., time constraints, style of interacting).
- Keep your relationship on a professional basis
- Be sincere, Being genuinely interested in your mentee's growth will make the mentorship more fulfilling for everyone. If you don't care, don't do it.
- Be engaged and engaging. Pay attention to your mentee and offer different modes of growth you notice might be helpful, like connecting with a certain peer or shadowing you at work.
- Listen and empathize, Your mentee is learning and may be sometimes stressed, disappointed or overwhelmed. Being attuned to them can deepen your relationship and make for a more effective mentorship.
- Be constructive, There will be times when you need to critique, but being tactful and providing guidance for growth is key.

ROLE OF MENTEES

- Take initiative, The mentee should take the initiative to work with their mentor.
- To be enthusiastic, curious, and ambitious when discussing your interests with your mentor.
- Try to attend all meetings and arrive on time. If you are delayed or cannot attend, let your mentor know in advance.
- Respect your mentor's time and space.
- Find out how your mentor would prefer you contact him or her: e-mail, phone number or in person.
- Keep your mentor informed of your progress; it is important to stay connected even in-between meetings.
- Proactive, The mentee should be proactive in meeting with their mentor's and set agendas for meeting and future meetings and bring up relevant matters to discuss with their mentor.
- Consider the information your mentor tells you to be privileged.
- Be patient; it takes time and effort to build a relationship.
- Be receptive to suggestions and feedback.

BENEFITS OF A MENTORING RELATIONSHIP

Both the mentor and the mentee give and grow in the mentoring process. The mentee can learn valuable knowledge from the mentor's expertise and past mistakes and competencies can be strengthened in specific areas. Mentees will have the opportunity to establish valuable connections with senior professionals.

Benefits of Mentoring for the Mentor:

- Renews enthusiasm for the role of expert
- Obtains a greater understanding of the barriers experienced at low levels of the organization
- Enhances skills in coaching, counseling, listening, and modeling
- Develops and practices a more personal style of leadership
- Demonstrates expertise and shares knowledge
- Increases generational awareness

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Benefits of Mentoring for the Mentee:

- Gains sharper focus on what is needed to grow professionally
- Furthers development as a professional in a higher level position
- Gains capacity to translate values and strategies into productive actions
- Complements ongoing formal study and/or training and development activities • Gains career development opportunities
- Gets assistance with ideas and honest feedback
- Demonstrates strengths and explores potential
- Increases career networks and receives greater agency exposure
- Improves ability to express expectations, goals, and concerns
- Receives knowledge of organizational culture

MENTOR'S LIST OF TASKS

Phase I – Preparation

- Read and watch materials provided by Yetena Weg Mentorship Team
- join Yetena Weg Mentor's Telegram Channel (link will be provided through Email)
- Make sure you know what your mentee expects from the relationship
- Prepare your own thoughts about your operating rules for the relationship
- Be clear about your personal boundaries – meeting time, place, frequency, etc.

Phase 2 – Launch

- Contact your mentee for a first meeting (zoom preferably)
- Map out your plan for the mentorship period with your mentee during your meeting.
- Find out as much as you can about your mentee and
- Build rapport and a sense of comfort during the sessions
 - Share personal informations
 - Let mentee know your experience and background in terms of education and jobs that qualify you to be a mentor
 - Clarify expectations about your role
 - Set rules about meeting and communicating – including frequency
 - Review mentee's goals
 - Set next meeting time
- Consider the goals and think about who else may assist your mentee
- Recommend written material
- Think of ways to introduce your mentee to important contacts/meetings – set purpose and discuss afterwards
- Meet regularly and when appropriate set assignments between meetings
- Share defining moments in your career; let your mentee know the important ways you have learned.
- Share life values
- Give practical tips and advice on leadership issues

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Phase 3 – Monitoring

Midway through the program

- Complete the formative evaluation activities
- Review your relationship at various milestones
- Help with goals and career development

- Ask your mentee about future job plans and long-term goals
- Talk about mentee's career and personal life balance
- Praise when appropriate
- Make sure you give critical as well as positive feedback

- Share a list of other people who could help your mentee
- Find ways of attending events where your mentee is participating

Get involved in helping with or setting up specific sessions

- Urge your mentee to make a presentation or participate in events to promote visibility
- Share knowledge and be on the lookout for trainings, webinars etc that will help your mentee

Phase 4 – Evaluation

- Make sure you begin discussions in advance about goal achievement
- One week before the program ends do the necessary evaluation
- Meet with your mentees to discuss your comments and review achievements
- Evaluate your experience and think about another mentoring assignment

MENTEE'S LIST OF TASKS

Phase I – Preparation

- Read and watch materials provided by Yetena Weg Mentorship Team
- Make sure to check your Email Frequently since that will be our main line of communication
- Attend Yetena Weg's induction meeting
- Join Yetena Weg Mentee's Telegram Channel (link will be provided through Email)Make sure you know what you want from the mentoring relationship
- Prepare your own thoughts about your operating rules for the relationship
- Be clear about your personal boundaries – meeting time, place, frequency, etc.
- Keep a journal of all your mentoring sessions focusing on goals, development, skills learned and agreement reached

Phase 2 – Launch

- Contact your mentor for a first meeting and map out plan for the mentorship period.
- Find out as much as you can about your mentor
- Build rapport and a sense of comfort during the session
 - Share personal information
 - Let mentor know your past experiences and background in terms of education and jobs
 - Share with mentor your expectation of the Mentoring Program
 - Know how mentoring can help you achieve goals, improve skills, etc.
 - Clarify expectations about your role
 - Set rules about meeting and communicating – including frequency
 - Review goals with mentor
 - Set next meeting time and agenda
- Follow through any activity suggested by your mentor and update him or her on the outcome
- Read all recommended written material and update your mentor on your learning or benefits gained
- Observe any “live” events in mentor’s work routine
- Share important ideas, skills benefits you have learned or gained

MENTEE'S LIST OF TASKS

Phase 3 – Monitoring

Midway through the program:

- complete the evaluation activities
- review various milestones in your relationship
- Work on goals and career development
- Share with mentor where you would like to be in your next job, the job after that and in the long term
- Talk with your mentor about career/personal life balance
- Acknowledge and give praise to mentor when appropriate
- Be open to all feedback given by mentor
- Contact the list of other people who mentor recommends
- Ask for coaching on specific topics such as:
 - presentations or chairing a meeting

Phase 4 – Evaluation

- Make sure you begin discussion in advance about goal achievement
- One week before the program ends, do the necessary evaluation
- Meet with your mentor to discuss your comments and review achievements
- Evaluate your experience and think about another mentoring assignment

EXPECTATIONS

What Mentors can expect from Mentees

- Meet with you as often as time and your schedule permits
- Ask for suggestions and advice
- Apply some of your suggestions and advice and let you know the results
- Keep any commitments made

What Mentees can expect from Mentors

- Have regular meetings by phone, in person or through online connections
- Provide sound advice on development concerns
- Follow through on commitments made
- Provide honest and fair feedbacks

The end of the mentoring partnership is a natural part of the process and one from which you can learn a great deal.

The transition does not mean the Mentee and Mentor will have no further contact – often former mentoring partners remain close colleagues and informal coaches; It just means that you have achieved the objectives of the relationship and no longer need to maintain the structure of a mentoring partnership.

FAQS

1. What should I do if my mentor is unavailable or cannot help me?

Usually, mentors are committed to be available at all times; however, in case of unavailability, you may contact Yetenaweg mentorship team at mentorship@yetenaweg.com or Mentorship.Yetenaweg@gmail.com

2. How often are mentors and mentees expected to meet up?

Mentors and mentees are expected to meet at least three times.

3. Should the meetings be in person or online?

This is up to the specific mentor and mentee to decide. Some mentors and mentees are not in the same city or country.

4. How do I know what is expected from me and what to expect?

There's an induction meeting at the beginning of each cycle where we will explain what to expect. In regards to what to expect from your specific group, we suggest you discuss it when you have your first mentorship meeting.

CONTACT

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