

## **UKCOM Mentor Training Curriculum**

The purpose of this training is to enhance the mentoring culture of the College of Medicine by providing tools to mentors that will assist them in facilitating a positive mentoring relationship with their mentees, regardless of the career stage of the mentee.

The curriculum composes eight, 90-minute, facilitated sessions along with accompanying readings. In-person sessions will primarily involve small group discussions of mentor – mentee situations.

In order to maximize the time in-person it will be important for mentors to complete the recommended reading prior to the session.

The majority of readings are taken from “Entering Mentoring” by Christine Pfund, Janet Branchaw, Jo Handelsman, and from “Crucial Conversations” by Patterson, Grenny, McMillan, Switzler. Additional reading may be provided by the individual facilitator.

A completion certificate will be awarded if all eight sessions are attended. Absence from one session will be permitted provided short comments are provided on the missed scenarios. More than one session missed will require make up by attending the missed sessions the next time the course is offered. Mentors completing the training will be listed on the Office of Biomedical Education page.

A copy of Crucial Conversations will be provided to all attendees. PDFs of other reading material will be provided.

Session	Topics	Learning objectives	Facilitator	Readings
Week 1	Introduction to mentor training	<ol style="list-style-type: none"> <li>1. Learn about other mentors in the group.</li> <li>2. Reflect on group dynamics</li> <li>3. Establish ground rules for participation</li> <li>4. Prepare to establish effective research mentoring relationships with mentees</li> </ol>	Donna Wilcock	Mentoring: Learned, Not Taught Ch1: Crucial Conversations
Week 2	Aligning expectations	<ol style="list-style-type: none"> <li>1. Design and communicate clear goals for the research project.</li> <li>2. Listen to and consider expectations of their mentee.</li> <li>3. Consider how personal and professional differences may impact expectations.</li> <li>4. Clearly communicate expectations for the relationship.</li> <li>5. Align mentee and mentor expectations.</li> </ol>	Wally Whiteheart	Ch 4 and 5 (p73-90): Crucial Conversations
Week 3	Promoting professional development	<ol style="list-style-type: none"> <li>1. Identify roles mentors play in overall professional development of mentees.</li> <li>2. Develop a strategy for guiding professional development using a written format.</li> <li>3. Initiate and sustain conversations with mentees on goals and career development objectives and strategies.</li> <li>4. Engage in open dialogue on balancing the competing demands, needs, and interests of mentors and mentees.</li> </ol>	Donna Wilcock	Ch 7 and 8: Crucial Conversations
Week 4	Maintaining effective communication	<ol style="list-style-type: none"> <li>1. Provide constructive feedback.</li> <li>2. Use multiple strategies for improving communication.</li> <li>3. Engage in active listening.</li> <li>4. Communicate effectively across diverse dimensions.</li> </ol>	Hollie Swanson	Ch 2 and 3: Crucial Conversations

Week 5	Addressing equity and inclusion	<ol style="list-style-type: none"> <li>1. Increase understanding of equity and inclusion and their influence on mentor-mentee interactions.</li> <li>2. Recognize the impact of conscious and unconscious assumptions and biases.</li> <li>3. Identify concrete strategies for learning about and addressing issues of equity and inclusion.</li> </ol>	Stephanie White	Ch 5 (p90-102) and Ch 6: Crucial Conversations
Week 6	Assessing understanding	<ol style="list-style-type: none"> <li>1. Assess the mentee's understanding of core concepts and processes and ability to develop and conduct research project.</li> <li>2. Identify reasons for lack of understanding, including expert-novice differences.</li> <li>3. Use multiple strategies to enhance mentee understanding across diverse perspectives.</li> </ol>	Ken Campbell	
Week 7	Fostering independence	<ol style="list-style-type: none"> <li>1. Define independence, its core elements, and how those elements change over the course of the mentoring relationship.</li> <li>2. Employ strategies to build mentee's confidence, establish trust, and foster independence.</li> <li>3. Create environment in which mentees can achieve their goals.</li> </ol>	Sarah D'Orazio	
Week 8	Cultivating ethical behavior	<ol style="list-style-type: none"> <li>1. Articulate ethical issues they need to discuss with their mentees.</li> <li>2. Clarify their roles as teachers and role models in educating mentees about ethics.</li> <li>3. Manage the power dynamic inherent in the mentoring relationship.</li> </ol>	April Hatcher	