



# School of Dentistry Staff Mentorship Program

# UMSD-Staff Mentorship Program

**S O A R**

Staff's Opportunity to Achieve Results



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# SOAR Mentorship Program

## (Staff's Opportunity to Achieve Results)

### INTRODUCTION

The UMSD Staff Mentorship Program is a fundamental expression of School of Dentistry's overall commitment to each staff member's personal growth and professional development. As a hallmark of SOAR (Staff's Opportunity to Achieve Results) in fostering the success of our staff, it connects experienced staff with aspiring staff in a supportive, one-on-one environment. The program's goal is to provide both parties with a rewarding professional relationship that is mutually advantageous. SOAR provides mentors and mentees with an opportunity to apply real-life wisdom, and the benefit of each participant's point-of-view to workplace situations. Regardless of age or career tenure, the School's mentorship program enables all members with the opportunity to enhance their career as a mentor or a mentee.

### PURPOSE

A mentorship program will help facilitate skill and competency development and potential career progression as staff engage in sharing their knowledge and experiences with one another as mentors and mentees. Sharing our experiences and excitement about the School, by fostering a supportive relationship in the form of an Ambassador Program, enhances a warm and welcoming workplace and an appreciation for our roles within the School as well as the greater University campus community. Both programs are resources that support staff in their orientation to the School and professional development. The Mentorship program is designed to provide a means for preparing oneself for potential advancement, to develop and broaden one's skills and competencies, and to explore and develop a career path. An added component of the Mentoring Program is the Staff Ambassador Program. Its purpose is to welcome the new employee into the School of Dentistry community and to further facilitate their orientation to the School's culture and workplace environment.

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### OVERSIGHT

The School's Human Resources Director will provide oversight for the **SOAR - Mentorship Program**. The program will be initially piloted with three volunteer staff members serving as mentors and three volunteer staff members serving as mentees for six months. Afterwards there will be a callout to staff soliciting volunteers who are interested in becoming a mentor as well as to staff who want to be mentored. The roles and responsibilities of each will be described.

### THE PROCESS OVERVIEW

Staff members are provided with an application by the HR Office to complete and volunteer either to become a mentor or a mentee. The mentee is given a list of mentors from which he/she can select. The selection and acceptance process is voluntary and mutual and on a first-come-first serve basis. SOAR's Mentorship Program pairs experienced SOD staff from all departments with less experienced staff members seeking to learn more about career paths within the School; and, to enhance understanding of the SOD's organizational culture. All mentors and mentees will attend an orientation session and provided with details of the process is in a separate document.

### TIME COMMITMENT

One monthly face-to-face contact with the mentor is required for at least nine months. The specific format of this meeting, as well as the rest of the relationship, is up to the two individuals. They should however have some form of communication at least twice a month initially as a guideline with quarterly assessment sessions. A condensed version of a performance plan could be used as means to measure outcomes.

### MENTOR RESPONSIBILITY

- Supportive and encouraging; willing to practice skills with mentee, and possibly do role reversals.
- Show genuine concern for your mentee's career path.
- Coach your mentee on meeting people in his or her field and facilitate professional networking.
- Offer advice and insight in your mentees professional development.
- Help your mentee think through challenges in the workplace such as different personality styles.

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- Chat over coffee or go to a performance together.
- Go to a forum or discussion that relates to your common career interests.
- ***Attend the Mentorship Orientation Kick-Off event for mentors and mentees.***

### BENEFITS OF THE RELATIONSHIP

The SOAR Mentorship Program provides mentors and mentees an informal mechanism in which to establish a relationship and a loose framework for the activities that relationship might encompass. These special mentoring relationships allow members to gain satisfaction in knowing that each has contributed to strengthen the School of Dentistry's workplace environment.

**MENTEES...**Benefits to the Mentee relationship include:

- Personal advice on managing your career path and professional development
- Help in networking for the future
- Non-judgmental support and someone who takes a special interest in you
- Receive support and encouragement for professional development
- Learn about organizational cultures at SOD
- Expand understanding of how to get things done effectively and efficiently
- Enhance skills and experience in current and for future positions
- Augment network of contacts and information channels
- Gain an overview of the "big picture" of the university:
  - Own their career progression
  - Accept challenges
  - Enhance effectiveness as they plot their personal growth and career paths at the School of Dentistry
  - Learn, develop and grow
  - Find peer support
  - Build relationships
  - Facilitates diversity awareness

**MENTORS...**Benefits to the Mentor relationship include:

- Share your experiences
- Help others avoid the hurdles that you experienced
- Help improve the working climate
- Give back to others
- Make new friends
- Have fun!

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- Enhance leadership skills
- Fosters employees' commitment to U-M SOD as an employer of choice
- Enhances informal mechanisms of communication throughout the School
- Supports and advances UM-SOD affirmative action goals for diversity at all levels
- Passes on oral history, institutional memory and organizational culture of SOD to next generation of administrators

### SUPERVISORS OF MENTEES...

- Realize increased employee motivation and self-confidence
- Profit from employee's exposure to other units and information sources
- Gain staff with greater capabilities and enhanced skill
- Supports knowledge transfer

### WHO SHOULD PARTICIPATE

All UMSD Staff employees who are Office, Technical, and Professional/Administrative from entry level to managers, clinical and non-clinical are eligible to participate as [mentees](#).

Mentors should be well--respected, loyal advisors, coaches or teachers who guide and challenge, and are willing to share their experiences. Mentees should have a desire to enhance their skills, competencies and knowledge.

### QUALITIES OF A MENTEE

- Teachable
- Willing
- Flexible
- Available
- Positive attitude

### TOOLS/RESOURCES

Great Escapes at Work, Performance Plan, Guest Speakers, lunch and learn (brown bags), Webinars You Tube, TedX Talk, online learning, etc.

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### MENTEE QUESTIONS

Where am I now? Where would I like to be in the future? Who do I want to be like in my department or the School? What qualities and/or skills they possess do I want to obtain? What is it about this particular person or persons I admire or want to emulate?

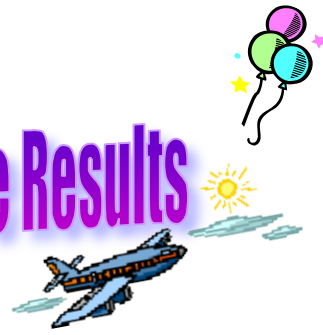
### QUALITIES THAT CAN BE EMULATED

Demeanor, Spirit, Confidence, Patience, Style, Can Do, Tactfulness, Dependable, Positive Attitude, Professional, etc.

### QUALITIES OR TRAITS THAT TEACHABLE

Communication - (verbal/written), decisiveness in stressful situations, time management, multi-tasking, organizing, planning, leadership, prioritizing, taking initiative, follow-through, etc.

# SOAR - Staff's Opportunity to Achieve Results



Become a participant in the School of Dentistry's **SOAR - Mentorship Program!** The applications to become a Mentor or Mentee are now available and due back no later than (Date). All new hires and current employees are encouraged to apply to this program.

The Staff Forum will send notification of the participants selected during the first week in (Month and Year).

**STAFF!** A highly valued resource for the School of Dentistry and the University of Michigan. The Mentorship Program will help improve the potential for personal development and career advancement by increasing knowledge of job opportunities and enhancing career skills. The Mentors and Mentees will share information and career needs, plan and participate in professional activities together, practice career networking and make lasting friendships.

**OPPORTUNITY!** Mentors will expand their own abilities to guide, coach and encourage by the very process of offering the benefit of their experience to fellow staffers.

**ACHIEVEMENT!** This increase in knowledge, and what to do with that knowledge, will help increase self-esteem, motivation, leadership and opportunity.

**RESULTS!** The program aims to ENRICH the career development and potential for growth of an individual, but does not guarantee advancement.