



AMIA
MENTORSHIP
ADVISORS
& MENTORS



MENTORSHIP

We are guided by the belief that the mentor/mentee relationship is mutually enriching.

A successful mentor supports the growth and the goals of the mentee - sharing knowledge, experience, resources, and providing guidance, without necessarily prescribing a set course of action.

A successful mentee communicates proactively and effectively, shares goals and concerns, and gives feedback to their mentor.



Mentorship Structure





EXPECTATIONS: MENTOR ADVISORS

- Review the training session and resources
- Review mentee profiles & discuss mentorship goals
- Review potential mentor profiles for potential mentee matches
- Work with mentorship team to identify potential matches with mentee
- Outreach (when needed) to potential mentors
- Be accessible via email or phone throughout the matching process
- Attend the mentor orientation for your mentee/mentor if possible
- Set a schedule with mentor and mentee for regular (ie. every 4-6 weeks) check ins throughout the mentorship period
- Contribute to an evaluation of the mentorship process, goals and outcomes



EXPECTATIONS: MENTORS



- Review the training session and resources
- Set a schedule with your mentee and hold regular (every 2-4 weeks) virtual meetings between July -December 31, 2024
- Work with your mentee to develop a communication plan
- Regular check ins with the Mentorship Advisor
- Be accessible via email, phone, or other agreed-upon communication mode
- Outline an action plan if there are specific goals
- Offer career advice, resume feedback, and professional support
- Support mentees in networking and fostering connections with other individuals
- Provide guidance and ongoing feedback on the mentee's any mentee projects if requested – including conference presentation(s) in Milwaukee
- Contribute to an evaluation of the mentorship process, goals and outcomes





TIMELINE

May

Advisors - Orientation

Advisors - Meet Mentees

June

Advisors - Mentor Review & Matching

July

Mentors - Mentorship Training

Mentors - Orientation & First Meetings

Advisors - Regular Check Ins Begin

July – Dec

Mentors - Regular Meetings with Mentees

Advisors - Regular Check Ins (Mentors/Mentees)

September

Mentors & Advisors - Roundtable

November

Mentors & Advisors - Roundtable

Dec 31

End of formal mentorship

THE EVOLVING MENTORSHIP

Just like any relationship evolves over time—so does the mentoring partnership. It takes work to make it successful, and sometimes, through no one's fault, the relationship just doesn't work out as you envisioned it.

If any of you truly feel it would be best to end the relationship, for any reason, please contact the mentorship team so we can ensure the partnership ends on a positive note for everyone.





ADDITIONAL SUPPORT

- Mentor Training
 - Mentorship Training
 - Social Identity, Power Dynamics, and Privilege
 - Organizational Culture, Bias, Microaggressions, And Allyship
- Mentorship Roundtable Meetings
- Social Hours
- Mentorship Handbook
- Basecamp

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