

**ACHE of Massachusetts  
Mentorship Program  
Handbook**

**2018-2019 Program Year**



## ACHE of MA Mentorship Program

American College of Healthcare Executives of Massachusetts (ACHE of MA) is committed to the personal and professional development of its members and focuses on mentorship as a key piece of that initiative. Mentorship is a powerful experience that is mutually beneficial for both the mentor and the mentee. As the healthcare environment changes, having a mentor or mentee with whom one can share wisdom, knowledge, and ideas is extremely valuable. The ACHE of MA Mentorship Program is designed to support the development of future healthcare leaders and make a lasting contribution to the healthcare field by:

- Enhancing knowledge of industry issues and current topics through the provision of timely and relevant information
- Allowing mentors to serve as advisors in a variety of areas, including: community service, professional development, networking skills, career pathing, and a confidant to early careerists
- Strengthening the reputation and building a diverse talent pool within the ACHE of MA chapter

## Program Overview

- The intent of the ACHE of MA Mentorship committee is to have program participants commit to the mentoring experience and capitalize on the opportunities presented for professional growth.
- Mentors and mentees will be matched according to similar interests based on details provided on the Mentor and Mentee Applications. All attempts will be made to accommodate preferences; however, due to the nature of the program, demand may be unable to be met.
- The formal length of the program is six (6) months; however, relationships may continue beyond the duration of the program at the discretion of the participants. This year's program will begin October 16, 2018 and will conclude in April 2019.
- The Kick-off Event marks the start of the formal program. Mentees are encouraged to contact their mentors once matches are announced to arrange plans to meet at the event.

- There will be periodic pulse-checks during the six (6) month period conducted via an email questionnaire. Participants can expect to receive them at one, three and six-month intervals to obtain any feedback or concerns. For questions or issues that may arise over the course of the program, at any time, by either party, please do not hesitate to contact the Mentorship Program Committee at [ACHEMentorship@gmail.com](mailto:ACHEMentorship@gmail.com).
- **Kick-off Event:** Please mark your calendar for **Tuesday, October 16, 2018 at 6:30 PM** for this year's event. **Details on the location will be communicated in September as match announcements are made.**
- At the kick-off event, mentors and mentees have the opportunity to meet for the first time and outline the initial frequency of their communications, establish the goals of their work together, schedule their first formal one-on-one meeting, as well as spend some time getting to know one another. This will be solidified with the signing of a "Mentorship Contract" to be turned in at the conclusion of the event. *Attendance is strongly encouraged.*
- **Closing Event:** The Closing Event offers a forum for networking and recapping on the experience of the program with all mentor and mentee participants. The event is held at the end of the formal six month period and serves as the conclusion of the program. More information will be communicated closer to the event to be held in April 2018!
- At the conclusion of the ACHE of MA Mentorship Program (six months) a questionnaire will be distributed by email. All mentors and mentees will have the opportunity to revisit the goals that were outlined at the beginning of the relationship and address if their work has met these goals, as well as provide input on the overall experience. The answers to this questionnaire will not only provide valuable feedback for the work the mentor and mentee have accomplished throughout the six month period, but they will help guide the success of the ACHE of MA Mentorship Program for the future years.

## Expectations of Mentors

- Be accessible (within agreed upon parameters)
- Invest time in learning about the aspirations, attributes, interests, and intentions of the mentee
- Serve as a resource for updating and refining the mentee’s managerial knowledge and skill set
- Offer guidance for career opportunities and growth for the mentee
- Co-develop the mentor/mentee goals agreement
- Periodically assess the quality and outcome of your work based upon the criteria and goals set forth (the mentor must ensure that the mentee understands all goals)
- Provide honest, caring, and constructive feedback on a regular basis
- Provide formal and informal feedback to the ACHE of MA Mentorship Program regarding program strengths and opportunities for improvement (communication is the key to a successful mentoring relationship)

## Expectations of Mentees

- Be proactive and take responsibility for guiding the direction of the work
- Respect and honor all commitments made to the mentor with respect to their time, your relationship, and the confidentiality of communication
- Maintain contact with your mentor (within agreed upon parameters)
- Co-develop the mentor/mentee goals agreement
- Request counsel from your mentor and provide feedback on how the information was helpful
- Define current skill level, identify “gaps” and target key skills/knowledge for development through mentoring
- Provide formal and informal feedback to the ACHE of MA Mentorship Program regarding program strengths and opportunities for improvement (communication is the key to a successful mentoring relationship).

## Contact Information

Please feel free to contact the ACHE of MA Mentorship Program Committee at any time with questions or concerns regarding the Mentorship Program by emailing **[ACHEMentorship@gmail.com](mailto:ACHEMentorship@gmail.com)**.



**American College of Healthcare Executives  
of Massachusetts**

## 2018 Mentorship Program

*To be completed at the Kick-off Event.*

### Mentorship Agreement

The following agreement outlines the mentor/mentee partnership

between \_\_\_\_\_

and \_\_\_\_\_ .

This agreement will begin (first meeting date and time):

\_\_\_\_\_

### Shared Goals

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We agree to abide by this relationship, the policies and procedures of the mentorship initiative, and the organization.

Mentor Signature \_\_\_\_\_ Date \_\_\_\_\_

Mentee Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please return to:*  
ACHE of MA Mentorship Program Committee  
ACHEMentorship@gmail.com