



National Organization of
State Offices of Rural Health

NOSORH MENTORING PROGRAM

MENTOR GUIDE

NOSORH

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Program Overview

The NOSORH Mentoring Program is an opportunity for new SORH Directors to participate in a mentoring experience with veteran SORH leaders from across the country, based upon the [Jim Bernstein mentoring philosophy](#).

The experience is intended to last approximately six (6) months, engaging the mentor and mentee in identifying and achieving professional development goals. As a component of this, mentees are required to attend the New SORH Orientation with FORHP and attend a NOSORH 101 webinar with NOSORH staff. Additional opportunities exist to enhance the experience, including the use of the NOSORH Educational Exchange Scholarship to coordinate a face-to-face site visit between the mentor and mentee.

Mentors will work collaboratively with their assigned mentee to acclimate them to the SORH Proficiencies model, identify strategic goals for the mentoring experience, and offer support as appropriate.

Becoming a Mentor

Mentor must have served as the SORH Director or equivalent for at least five years, anticipate being employed in the same position for the next 12 months, agree to devote at least 2 hours per month to the assigned mentee, and complete an orientation call with NOSORH staff and their mentee.

Mentors can sign up to participate in the program by providing their contact information and indicating their areas of expertise on the form here:

<https://www.surveymonkey.com/r/DTPLBBN>

As areas of expertise are updated and office priorities shift, mentors will be asked to resubmit their commitment to the NOSORH mentoring program annually during the summer months. NOSORH staff will review all applications to ensure that they meet eligibility criteria and notify the applicant with any additional questions or issues.

Mentors may request a specific individual if they have already begun working with someone informally. If no mentor has been indicated initially, prior to making any pairing decisions, NOSORH will provide mentors with the mentee information. Mentors will have 2 business days to review the

Roles and Responsibilities

NOSORH provides herein an outline to mentors that includes:

- Mentoring tips (Appendix A)
- Mentor checklist (Appendix B)
- Suggested Outlines and Agendas (Appendix C)

In addition, mentors are provided with the Goal and Objective Development worksheet (Appendix D) that are provided to the mentees. This worksheet will help the mentee through the process of creating measurable goals and objectives for the mentoring experience.

Mentors will have a call with NOSORH staff and their mentee to review expectations for participation and ensure the mentor and mentee have an opportunity to address any questions or concerns.

Follow up

Mentors and mentees will be sent an electronic evaluation one year after they have completed the mentoring experience. This evaluation will include questions related to ongoing relationships between mentors and mentees, as well as impact of their mentoring experiences.

Sharing of results

Results of the evaluation will be shared with all relevant internal and external stakeholders, including required reporting under the Cooperative Agreement. Additional opportunities for sharing mentoring experiences, identified by the SORH, are to include example stories in NOSORH newsletters and ensure an opportunity for mentors and mentees to discuss their experiences at regional meetings.

Appendix A

Mentoring Tips

Coaching:	The skill of helping an individual fill a particular knowledge gap by learning how to do things more effectively.
Communicating:	Articulating clearly and unambiguously, building enough trust to encourage openness, being authentic, listening effectively, checking for understanding. Facilitating an effective mentoring relationship is based on effective communication.
Encouraging:	Confidence building, cheerleading, gently pushing at the right time and in an appropriate manner, inspiring, and motivating.
Guiding:	Mentors are guides. They clear a path and prepare mentees for what they are about to experience or see. They also help maintain focus and help mentees reach the goal.
Brokering Relationships:	Arranging introductions; skillfully making the right contacts and laying the groundwork for mentees to connect with other people who can be resources for researching their goals and objectives.
Facilitating:	Establishing a hospitable climate for learning and promoting self-directed learning. It is the means by which mentors enable learning.
Listening:	Hearing with thoughtful attention; providing non-judgmental feedback on what is heard.
Problem Solving:	Providing assistance and engaging the mentee in a creative solution to the problem. The goal is to guide the process rather than provide the answer. Mentors should be comfortable with problem-solving strategies.
Motivating:	Providing inspiration, guidance, and constructive influence.
Relationships:	Building and maintaining relationships requires patience over time, attention, and persistence. Mentors need to be adept at both.

Appendix B

Mentoring Checklist

- NOSORH pre-meeting with Mentor and Mentee
- Complete the Goal and Objective Development worksheet
- Submit completed Goal and Objective Development worksheet to NOSORH
- Identify a timeline for completing objectives
- Consider using a NOSORH Educational Exchange scholarship for enhancing the experience face-to-face!
- Complete the mentoring experience, contact NOSORH at any time
- Evaluate your experience and progress toward completing identified goals
- Mark your calendar! NOSORH will send a follow-up survey 365 days later

Appendix C

Suggested Outlines and Agendas

Session 1

- Introductions and rapport building
- Review questions 1-3 of Goal and Objective Development worksheet
- Clearly identify future meeting dates and expectations of frequency
- Consider whether you will use an Educational Exchange scholarship for a face-to-face visit (apply as soon as possible)
- Mentors make sure mentee has:
 - log-in access to NOSORH website,
 - updated copy of the New SORH Manual, and
 - all appropriate contact information for Mentor

Session 2

- Refine program goals as needed and ensure final submission to NOSORH of the Goals and Objective Development worksheet
- Review SORH Proficiencies Rubric: Grants Management and discuss

Session 3

- Review SORH Proficiencies Rubric: Information Dissemination
- Review SORH Proficiencies Rubric: Organizational Structure
- Discuss needs and progress relative to measurable outcomes

Session 4

- Review SORH Proficiencies Rubric: Funding
- Discuss needs and progress relative to measurable outcomes

Session 5 (*and subsequent, as needed*)

- Discuss needs and progress relative to measurable outcomes, until complete

Final Session

- Discuss next steps in mentee connection to SORH network – committees, etc.
- Discuss plan for continued informal mentor/mentee relationship
- Articulate next steps for completing evaluations related to the Mentorship program

Appendix D

Goal and Objective Development

Instructions: Mentees should complete questions 1-3 individually and share with the Mentor ahead of the first session. The remaining questions should be completed during the first session.

1. What prompted you to apply for the mentoring program?
2. What do you expect to gain by participating in this mentoring program?
3. What prior experiences do you have that you feel you can bring to your new role?
4. What have you learned since the time of your application that has intrigued you or surprised you most?
5. Working with your mentor, use these identified topics to craft 3 learning objectives for your time in mentoring program. Objectives should be specific, measurable, attainable, relevant, and timely.

Objective	Specific Activities	Timeframe	Notes
Identify...	Review SORH proficiencies rubric...	1 month	
Explain...			