

**Professional Development 101: Networking and mentorship**  
*APPD Faculty and Professional Development Learning Community*  
**Developing Your Skills as a Mentor Worksheet Barnes, Mahan, Ramundo)**

**1. Practice Session objective:**

Use targeted questions to help mentees to refine their thoughts and define their questions	Practice in pairs – one person shares something they would like advice about and the other person uses questions to help refine questions, goals, or directions; switch
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**A. 10 min - Participant A (Mentor) asks Participant B (Mentee) about her/his questions, issues, plans, mission goals, plans**

**B. 10 min - Participant B (Mentor) asks Participant A (Mentee) about her/his questions, issues, plans, mission goals, plans**

**Professional Mission Statement:** *What you want to be the defining, most notable accomplishment of your professional career*

**Vision:** Children with sickle cell disease will have better clinical outcomes as a result of better patient/parent education.

**Professional Mission Statement:** To become an expert in incorporating patient/parent education in improving the care of children with sickle cell disease.

**Coaching Skills – Questioning** (*From the Weatherhead Coaching for Intentional Development Course, CWRU, 2017*)

Use open vs. closed questions

Open-ended questions elicit many possible answers

Closed questions limit dialogue and often lead to “yes” or “no answers

Don’t stack questions

When one question is asked in rapid succession of another...Can shut down thinking and dialogue

Avoid “why” questions

Puts people on the defensive...tip: replace with “what” or “how”

Suspend your judgement

Ask from a place of curiosity, not evaluation

**Questions to Tap Into Ideal Self**

- What would you do if time and money were not a factor?
- What is your vision of your future?
- What do you wish your professional life to be in 5 & 10 years?
- What is your professional passion?
- What do you wish your professional legacy to be?
- What are your top strengths?
- What are your core values and beliefs?
- What professional goals did you accomplish last year?
- What process did you use to reach your goals?
- What professional goals do you have for the upcoming year?
- What could hinder you from reaching your professional goals?
- Which of your core values does this goal express?
- Is this goal pulling you forward or are you struggling to reach it?
- Is this goal giving you energy or draining your energy?
- Will this goal move you forward in meeting your professional dreams in 5 & 10 years?
- What’s the first step you need to take to reach your goal?

**Issues/Advice/Plans (recorded by mentee)**

**10 min – Group Discussion**

**2. Small Group Discussions objective:**

Help mentees to Identify resources, experts, and opportunities	Small group facilitated discussion with large group share out using same case topics from earlier
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**A. 10 min – Small Group Discussion**

Return to the same case that you discussed previously. Discuss your role as a mentor for the individual in the case. What questions would you propose to help guide the faculty member? How might you suggest that s/he investigate opportunities? How might you help the faculty member make a specific plan?

**B. 10 min – Large Group Sharing**