



Department  
of Health



# **New York State Public Health Corps (NYSPHC) Fellowship Program**

**Keys to a Successful Mentoring Relationship**  
**November 9<sup>th</sup>, 2pm to 3pm**

# Agenda

- Welcome & Introduction
- Mentor Responsibilities
- Fellow Responsibilities
- Communication
- Mentor/Fellow Agreement
- Group Activity
- Closing and Announcements

# Welcome & Introductions

# Introductions

- Name
- Fellows: host organization & your Mentor name (if paired)
- Mentors: where you work and Fellow name



# Keys to a Successful Mentoring Relationship

# Your Role as a Mentor

- Partner in a learning relationship
- Advocate
- Provide support and feedback
- Help your Fellow stay focused on goals and learning objectives
- Establish a climate conducive to learning
- Source of information



# Your Role as a Fellow

- Partner in a learning relationship
- Self-directed learner
- Define goals
- Stay focused on goals and learning objectives
- Establish a climate conducive to learning
- Source of information



# Mentor & Fellow Responsibilities

- Graciously give and accept feedback
- Dedicate at least 1-2 hours/month to meetings
- Evaluate the learning partnership regularly
- Contact Tania & Taseen if any questions arise
- Uphold the terms of the Mentoring Agreement





# Communication

- Building and sustaining productive relationships begins with good conversation
- Convey your individual desires, needs and expectations
- Get to know your match
- Be respectful



# Mentor/Fellow Agreement



## NYS Public Health Corps Fellowship Program Mentor/Fellow Agreement

As your mentor, I will serve as a professional role model during your fellowship and act as a technical advisor beyond the classroom, facilitating peer-learning and providing relevant mentoring, career planning and navigational support within the local public health landscape as you address challenges in your specific assignment.

We are voluntarily entering into a mentoring relationship that we expect to benefit both of us and the NYS Public Health Corps. We want this to be a rich, rewarding experience, with most of our time together spent in substantive development activities. To minimize the administrative details, we have noted these features of our relationship:

- **Duration of the relationship:** The duration of this learning partnership will be from the date we establish our Mentor and Fellow agreement for one year or until the conclusion of your fellowship if greater than one year. Date:
- **Confidentiality:** For a mentoring relationship to develop, both the Mentor and Fellow must feel that discussions of private issues or problems are being handled with discretion. Based on this understanding, we (Mentor and Fellow) agree as a professional courtesy to keep confidential the specifics of our discussions unless given permission to share this information with others.
- **Confidentiality to us means...**

- **Mentor Role and Responsibilities:**
  - Meet with you on a regular basis to give you professional support and guidance as it relates to your fellowship project and your overall public health career goals.
  - Recommend professional development topics and opportunities to promote your advancement in the field of public health.
- **Fellow Role and Responsibilities:**
  - Bring at least one learning opportunity you are seeking professional guidance from to each Mentor/Fellow meeting as it relates to the goal(s) of your fellowship project.
  - Actively participate and follow up on professional enrichment activities established at Mentor/Fellow meetings.
- **Frequency of meetings:** Our specific schedule of contact is as follows (subject to change):
  - Bi-Weekly                       Monthly
  - Other \_\_\_\_\_

We have agreed upon the following ground rules:  
*Examples: "We will show up to our meetings on time and ready to meet without distractions."  
 "We will call or email each other if something comes up so we can reschedule."*

- **Ground Rule 1:**
- **Ground Rule 2:**
- **Ground Rule 3:**

# Mentor/Fellow Agreement

- A contract between the Mentor and Fellow outlining the identified goals that both of you will be working on.
- Define the role of the Mentor and role of the Fellow.
- Outline expectations
  - Responsibilities
  - Ground Rules
- Establish goals
  - 2-3 Fellow goals
  - How will you measure success?



# Mentor/Fellow Agreement

- Accountability
- Confidentiality
- Consensus
- Commitment



# Group Activity

**Closing, Announcements,  
Updates, Save the Date**



# Stay Connected

If you want to continue the conversation, join the NYSPHC Fellowship Program LinkedIn Group to continue networking and professional development:  
<https://www.linkedin.com/groups/14059709>





# Stay Connected

<https://nysphcresources.health.ny.gov/training-resource-center>

New York State Public Health Corps  
**Fellowship Program**



**Training Resource Center Home**



About the  
NYSPHC



Fellow Training  
Resources



Mentor Training  
Resources



Resources by  
Region



Workgroup  
Resources



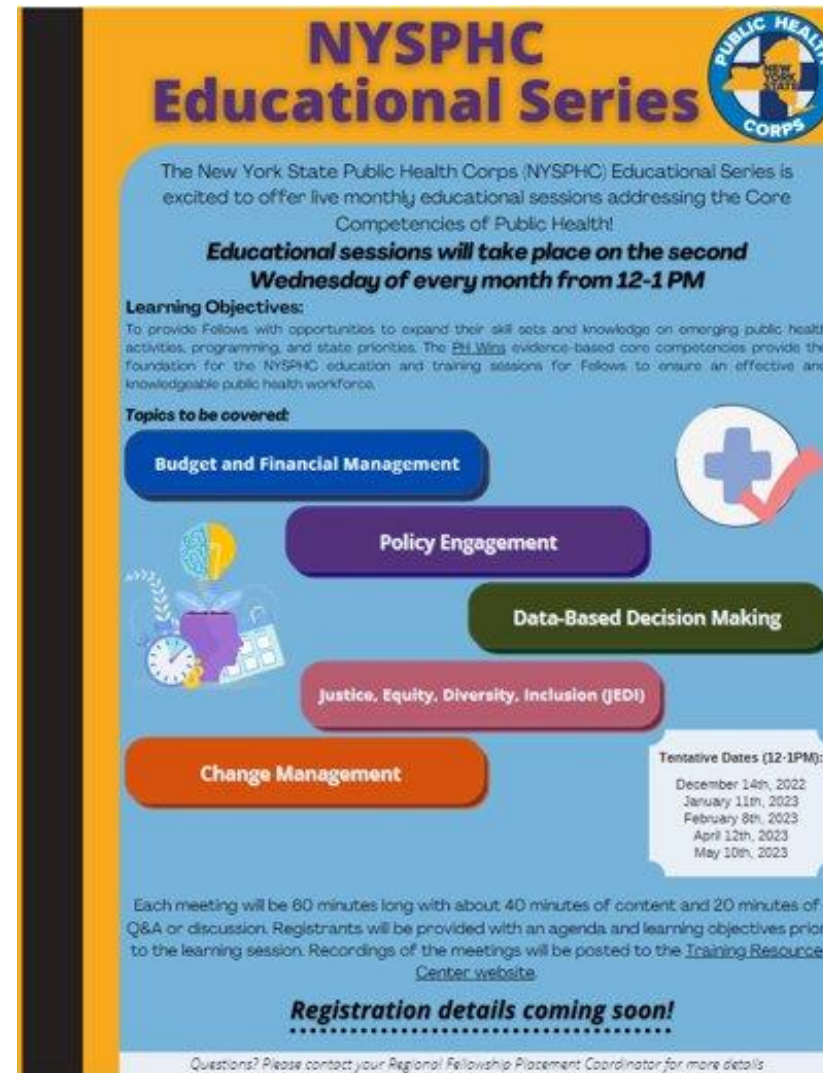
NYSPHC Events  
Calendar



# Save the Date!

Save the date for the following upcoming meetings/events:

- November 15<sup>th</sup> & 16<sup>th</sup>, NYSPHC Summit
  - In-person in Albany, with a virtual option
- March 29<sup>th</sup>, 2023, Western Region Consortium Meeting
- Upcoming: Education Series



**NYSPHC Educational Series**

The New York State Public Health Corps (NYSPHC) Educational Series is excited to offer live monthly educational sessions addressing the Core Competencies of Public Health!

**Educational sessions will take place on the second Wednesday of every month from 12-1 PM**

**Learning Objectives:**  
To provide Fellows with opportunities to expand their skill sets and knowledge on emerging public health activities, programming, and state priorities. The [PH Wins](#) evidence-based core competencies provide the foundation for the NYSPHC education and training sessions for Fellows to ensure an effective and knowledgeable public health workforce.

**Topics to be covered:**

- Budget and Financial Management
- Policy Engagement
- Data-Based Decision Making
- Justice, Equity, Diversity, Inclusion (JEDI)
- Change Management

**Tentative Dates (12-1PM):**

- December 14th, 2022
- January 11th, 2023
- February 8th, 2023
- April 12th, 2023
- May 10th, 2023

Each meeting will be 60 minutes long with about 40 minutes of content and 20 minutes of Q&A or discussion. Registrants will be provided with an agenda and learning objectives prior to the learning session. Recordings of the meetings will be posted to the [Training Resource Center website](#).

**Registration details coming soon!**

Questions? Please contact your Regional Fellowship Placement Coordinator for more details.

# Evaluation

Please complete the evaluation survey which will be sent via email following this meeting.



# Questions?

