



Department  
of Health



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

Mentor Orientation

July 29, 2024

# Agenda

- NYSPC Mentorship Program Overview
- Keys to a Successful Mentoring Relationship
- Q & A
- Next Steps

# NYSPHC Mentorship Program Overview



# NYSPHC Mentorship Program

- Mentors serve as professional role models and technical advisors, facilitating peer learning and providing relevant mentoring, career planning and navigational support to Fellows, enhancing their experience within the local and statewide public health landscape and the NYSPHC Fellowship program.
- Mentors have been identified from a variety of organizations throughout NYS including:
  - New York State Department of Health
  - Local Health Departments
  - Community Based Organizations
  - Institutions of Higher Education



# NYSPHC Mentorship Program, Continued

- The NYSPHC Fellowship Program will utilize a cohort style of mentoring, encouraging ongoing networking and collaboration with partners outside of their host organization.
- Each cohort will include 4-8 NYSPHC Fellows and be led by 1-2 Mentors for two-years.

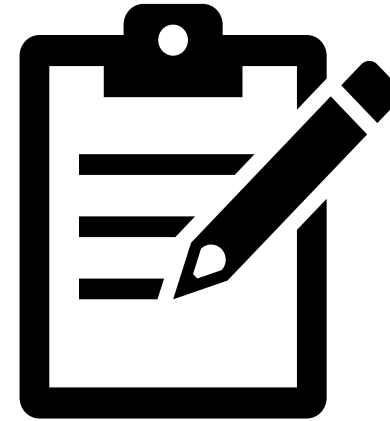
# Mentor Assignment Determination

- Fellows have been assigned a Mentor(s) whose experience, skillset and knowledge are similar to their current Fellowship project.
- Mentor(s) may or may not serve in the same regions of the Fellows they have been assigned to lead.



# Fellow Cohort Determination

- Fellows have been assigned to a cohort with Fellows from their region and one additional region.
- See below for regional cohort pairings:
  - Region 1 & 2
  - Region 3 & 4
  - Region 5 & 8
  - Region 6 & 7
- Fellows in each cohort have similar Fellowship projects to encourage ongoing learning and collaboration



# Role of the Mentor

- Lead or co-lead a cohort of 4-8 Fellows for to two years
- Lead one virtual meeting with assigned cohort on a quarterly basis, at minimum
- Send meeting invitations for quarterly meetings
- Communicate changes to meeting schedule with assigned cohort, if needed
- Meet with Fellows in assigned cohort individually, if requested
- Collaborate with other Mentor cohorts, as requested



# Role of the Mentor, Continued

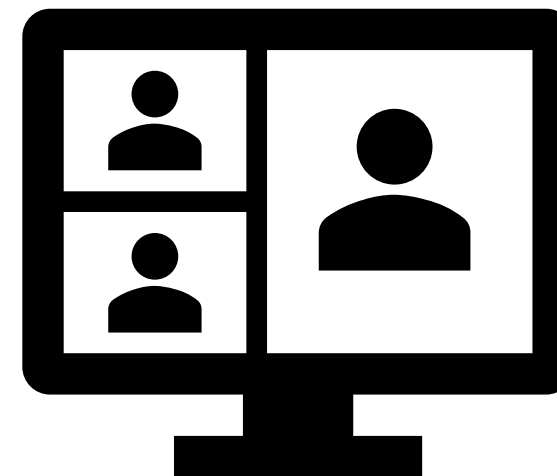
- Communicate with NYSPHC staff, as needed
- Participate in two NYSPHC Mentor Check In meetings per year led by the NYSPHC Team
- Complete NYSPHC Mentor surveys twice per year
- Participate in NYSPHC activities including Educational Series, quarterly Consortia, and the annual NYSPHC Summit, if available

# Role of Fellows

- Attend scheduled Mentor cohort meetings.
- Actively participate in scheduled cohort meetings by engaging in conversations, participating in meeting activities and providing input for future discussions.
- Communicate directly with Mentor if unable to attend a scheduled cohort meeting

# Role of Fellows, Continued

- Fellows are encouraged to meet with Mentors individually. However, Fellows must request an individual meeting with their Mentor directly.
- Fellows are encouraged to collaborate with other Fellows in their cohort.



# Cohort Meetings: Best Practices

- Identify Fellow interests
- Encourage “Day in the Life” presentations
- Utilize the NYSPHC Training and Resources website
- Discuss other NYSPHC professional development components
- Discuss current events in public health
- Invite guest speakers

# Mentor Directory

New York Public Health Corps  
**Fellowship Program**



## Mentor Training Resources

- ∨ [Mentor Job Description and Overview](#)
- ∨ [Mentor Benefits](#)
- ∨ [Mentor Nomination and Self-Nomination](#)
- ∨ [Minimum Qualifications](#)
- ∨ [Location](#)
- ∨ [Mentor Duties and Responsibilities](#)
- ∧ [NYSPHC Mentor Directory](#)

The NYSPHC Mentor Directory is an index of NYSPHC Fellowship Program Mentors listed by both region and name. The directory is updated on an as-needed basis when Mentors submit their profiles to the program.

**The NYSPHC**  
**Mentor**  
**Directory**



# Meeting Frequency Considerations

When determining your meeting frequency, please consider the required and strongly encouraged components of the NYSPHC program Fellows will also be participating in.

- This includes:
  - Monthly Educational Series Sessions
  - Quarterly Consortia Meetings
  - NYSPHC Annual Summit

# Year 1 Fellow Training Schedule

Year	Month	Training	Date	Time
2024	September	Consortium	9/11	
		PHE Certificate Program*	9/25 (through 1/22/25)	
		BEAM Certificate Program*	9/25 (through 12/23)	
	October	Educational Series	10/9	12-1pm
	November	Educational Series	11/13	12-1pm
	December	Consortium	12/11	
2025	January	Educational Series	1/8	12-1pm
		PHE Leadership Certificate Program*	1/29 (through 5/14)	
	February	Educational Series	2/12	12-1pm
		PHE Certificate Program*	2/26 (through 6/11)	
		BEAM Certificate Program*	2/26 (through 5/26)	
	March	Consortium	3/12	
	April	Educational Series	4/9	12-1pm
	May	Educational Series	5/14	12-1pm
	June	Summit	6/10 – 6/11	
	July	Consortium	7/9	12-1pm

\*Each Fellow will only be enrolled in one certificate program at a time

# Keys to a Successful Mentoring Relationship





# Mentors Should...

- Partner in a learning relationship
- Advocate
- Provide support and feedback
- Help Fellows stay focused on goals and learning objectives
- Establish a climate conducive to learning
- Serve as a source of information



# Fellows Should...

- Partner in a learning relationship
- Be self-directed learners
- Define goals
- Stay focused on goals and learning objectives
- Establish a climate conducive to learning
- Serve as a source of information for other Fellows



# Mentors & Fellows Should Both...

- Graciously give and accept feedback
- Actively participate in scheduled meetings
- Evaluate the learning partnership regularly
- Contact the NYSPHC Team if any questions arise
- Collaborate with your cohort including your Mentor(s) and the other Fellows



# Communication

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



# Mentor/Fellow Agreement

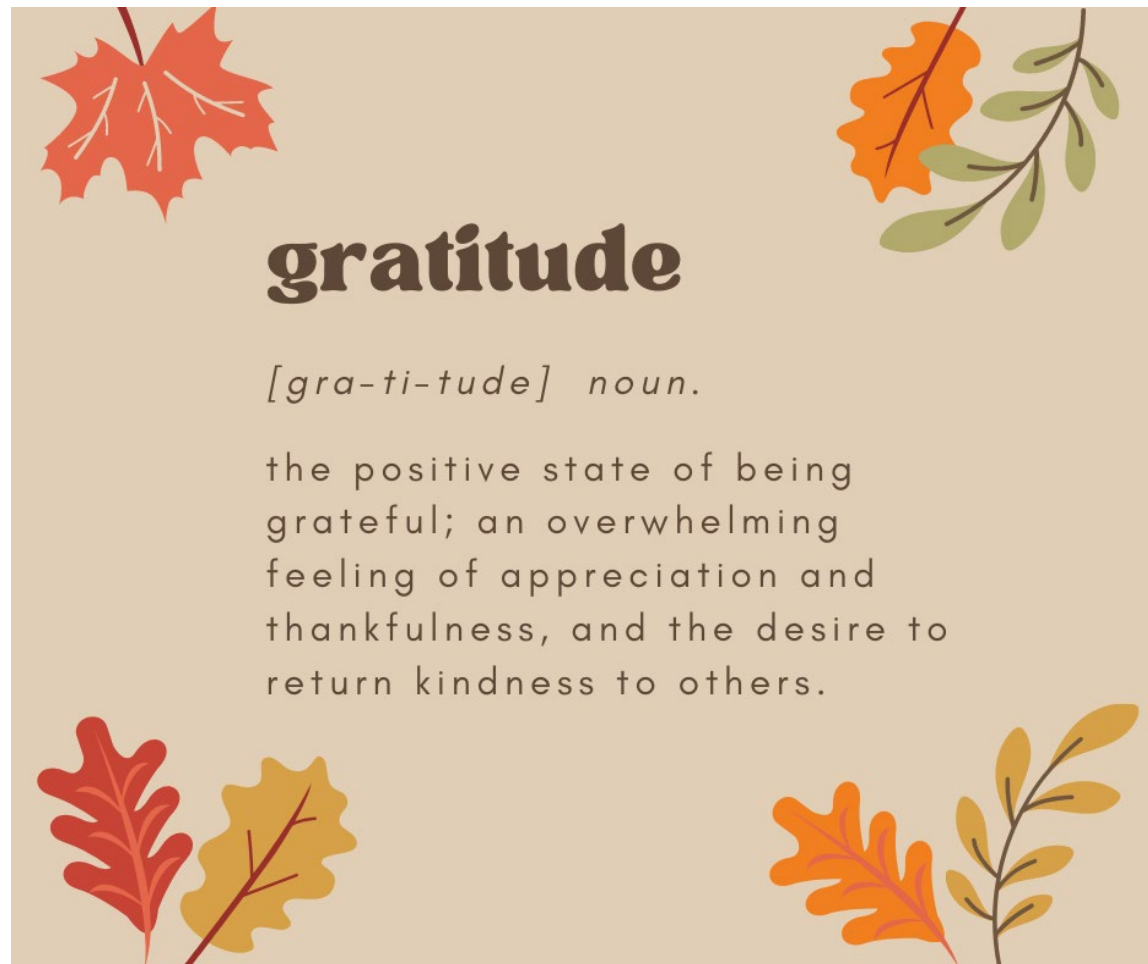
- Accountability
- Confidentiality
- Consensus
- Commitment



# Mentor/Fellow Agreement



# Thank you!



Questions?





# Next Steps



# Next Steps

- Mentors will receive the names, emails, and summary of their Fellowship projects of Fellows in their assigned cohort by August 31, 2024
- Communicate with Mentor co-lead, if applicable
- Contact Fellows in your assigned cohort by September 6<sup>th</sup>, 2024
- Lead first cohort meeting by September 30<sup>th</sup>, 2024
- Determine meeting frequency and upcoming schedule with cohort
- Communicate meeting frequency & schedule with NYSPHC staff
- Complete Mentor Directory Microsoft Form survey, if choosing to participate

# Contact Us



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



Training Resource Center Home



**LinkedIn** 

Thank you!

