

Mentoring Toolkit Overview

The toolkit is divided into 12 major sections. The first two sections are designed for the mentors and include the following.

Section 1: Introduction — basic intent and overview of the toolkit.

Section 2: Keys to a Successful Mentoring Relationship — prepare mentors for their journey with the mentees.

Sections 3 through 10 are for the mentors to use with the mentees. Each section includes discussion starters, tools, handouts and resources. Every section begins with an overview page that is a quick start guide for the topic with the purpose, perspective, how to prepare for your mentoring session, tools included and helpful pointers. Handouts and tools that are intended for the mentee are designated by this star (★) in the top right corner.

The following is a summary of sections 3-10.

Section 3: Getting Started: First Meeting Guide and Setting Goals* — The intent of the first two meetings is to start building trust between the mentors and mentees, to determine clear expectations and to establish a plan for future meetings based on the mentees' goals. Ideally, the mentees will start to develop general goals by the end of the second meeting. Start the mentor/mentee relationship with information found in Section 3. Then the mentors can pick and choose from the other sections depending on their mentees' goals or topics they want to explore. Sections 4-10 do not need to be completed in a set order.

Section 4: Current Role — Use this section to explore the mentees' current position and focus on their job satisfaction, workplace engagement and empowerment. The goal for the mentees is an increased understanding of their current position that results in increased effectiveness.

Section 5: Understanding Self and Others — This section provides a knowledge base for the mentees to better understand themselves and others as they grow in their role as a nurse.

Section 6: Communication — With a focus on effective communication skills, this section has a dual purpose: 1) to support the mentors' ability to work with mentees and 2) to strengthen the mentees' communication skills. This section includes tips and concrete examples to assist in effective communication.

Section 7: Problem Solving — This section is designed to help mentees learn to problem solve and practice conflict management in the daily work environment.

Section 8: Time Management — It is a positive experience when mentees feel they have accomplished what needs to be completed during their shift. The purpose of this section is to assist mentees in learning how to manage their time.

Section 9: Leadership — This section will help mentees gain a better understanding of leadership and workplace dynamics. With knowledge and awareness based on realistic expectations, mentees will be able to build optimal work relationships. Mentees also can use the tools to assess their ability and desire to be a leader.

Section 10: Career Development — This section helps mentees develop a better understanding of the meaning of *professionalism* in nursing. This section also is a guide to nursing certification and advanced educational opportunities.

*It is best to start the mentor/mentee relationship with information found in Section 3. After this, the mentors can go to any of the other sections depending on their mentees' goals and/or topic of discussion for the day. In other words, the sections do not need to be completed in any set order.

Section 11: Evaluation and Outcomes — Designed for the mentor coordinator, this section includes best practices for program development, program evaluation, and tools to measure outcomes.

Section 12: References and Resources — Complete list of the references that were cited for each section, as well as additional resources on mentoring programs and useful Web sites.