**YDM Global Mentorship Program**

**Tips for Mentors**

1. Maintain confidentiality and mutual respect.

2. Communication

Virtual Meetings: It is recommended to have a virtual meeting once every two months for one hour. Date/time to be decided mutually.

However, if both parties agree, you can meet or communicate more frequently or when necessary.

Other modes of communication (emails, messages, WhatsApp) could be decided mutually with the mentee.

4. Both parties are expected to maintain a ‘Mentoring diary’ to brief their interactions. (see annexed)

5. Discuss your mentee’s expectations and set boundaries (what you can and can’t do) at the first meeting.

6. The mentor-mentee relationship should be confined to the objectives of this programme, ie, professional and career development as a family doctor.

7. You are not expected to be a counsellor, tutor or clinician. Rather, listen, motivate and inspire and encourage problem solving.

8. Please contact the YDM Global Mentorship Project Committee for any queries, issues or for feedback.

9. If you want to quit the programme, you can do so at any stage of the programme after informing the Project Committee.

**YDM Global Mentorship Program**

**Guideline for Mentees**

1. The mentor-mentee relationship should be confined to the objectives of this programme, ie, professional and career development as a family doctor.

2. Discuss about your expectations with the mentor at the first meeting and come to a mutual agreement about the extension and the limitations of programme.

3. Do not expect mentor to provide counselling, tutoring or clinical advice.4. Be courteous and respond to contact.

5. Be open for suggestions, advice and accept feedback. Also provide feedback about the progress.

6. Do not exploit the relationship with the mentor for any unnecessary benefit.

7. Communication

Virtual Meetings: It is recommended to have a virtual meeting once every two months for one hour. Date/time to be decided mutually.

However, if both parties agree, you can meet or communicate more frequently or when necessary.

Other modes of communication (emails, messages, WhatsApp) could be decided mutually with the mentor.

4. Both parties are expected to maintain a ‘Mentoring diary’ to brief their interactions. (see annexed)

5. Please contact the YDM Global Mentorship Project Committee for any queries, issues or for feedback.

6. If you want to quit the programme, you can do so at any stage of the programme after informing the Project Committee.

Annex 1

**Mentoring Diary – Mentee**

Please fill this document after each mentor-mentee interaction.

NAME of Mentee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NAME of Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Date and time : |
| Mode of interaction:  |
| Discussion points: |
| What did I learn today from my mentor?  |
| What objectives did I achieve?  |
| How well did the meeting/interaction go today?  |
| What are the goals for the next session? |
| Other reflections |

Annex 2

**Mentoring Diary - Mentor**

Please fill this document after each mentor-mentee interaction.

NAME of Mentee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NAME of Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Date and time : |
| Mode of interaction:  |
| Discussion points: |
| What advice did I provide today?  |
| What did I learn today from my mentee? |
| How well did the meeting/interaction go today?  |
| Had mentee improved on last months feedbacks? / has mentee achieved their goals discussed in last season?  |
| Other reflections |