



Group on Business Affairs (GBA)

2022 Mentorship Circle Program Overview



AAMC

Association of
American Medical Colleges

Presented by:

Paul Peterson, Jeff D'Ambrosio & Heather Sacks



2022 GBA Mentorship Circle Program:

Purpose and Program Description

Year 2 of the GBA Mentorship Circle Program

- 5-7 Mentees and 1-2 Mentors
 - Connect GBA members interested in leadership and professional development with:
 - Veteran Members
 - Peers
 - Access to GBA Resources
 - Garner Advice
 - Share Best Practices
 - Hot Topic Discussions
 - Post Webinar Breakout Discussions



A large orange circle is positioned on the left side of the slide, partially overlapping the title text.

Mentorship Circles: How Does it Work

APPLICATION AND MATCHING PROCESS

- Individuals Apply to become a Mentor or Mentee
- The GBA Professional Development Committee (PDC) review of applications
- The GBA PDC Assignment of Mentorship Circles

CONNECTING WITH YOUR CIRCLE

- Orientation call with AAMC and new circles
- Initial Connections between Co-Mentors and Mentees
- Defining a Meeting Schedule and Preferred Communication Methods
- Annual Curriculum Setting and Engagement
- Convening during the Spring GBA Conference (April 27-28)

EVALUATION AND FEEDBACK

- Formal Evaluations
- Feedback to the PDC

Participant Expectations: Mentors

- Attend the GBA Mentorship Circle session
- Attend selected GBA PDC Spring Conference/Webinars
- Introduce and facilitate the connection of the mentees to each other and other GBA members
- Define a meeting schedule
- Discuss and set realistic goals or areas of focus for their mentees
- Encourage the mentee to utilize GBA Resources
- Introduce mentees to potential ongoing GBA mentors in roles/areas of interest
- Complete GBA Mentorship Circle evaluation surveys to ensure continuous improvement in the program

Participant Expectations: Mentees

- Attend the GBA Mentorship Circle session
- Attend selected GBA PDC Spring Conference/Webinars
- Engage with mentee group
- Assist in the development of meeting schedule and goals of the mentorship Circle
- Utilize the knowledge and skills of the mentors to enhance connections and engagement with the GBA, knowledge of GBA resources, and individuals within the GBA community
- Work with the mentors to identify key colleagues with similar interests or activities to establish ongoing relationships at the conclusion of their Mentorship Circle program
- Complete GBA Mentorship Circle evaluation surveys to ensure continuous improvement in the program



GBA Mentorship Circle Program:

Sample Curriculum Walkthrough

Timing	Topic
January	Program Launch and Orientation
February	Schedule Setting with Circle
Q1 - Spring 2022	Mentorship Circle Program Call
	Mentorship Circle Operations
	Mentorship Circle Program/GBA 101
	Celebration of prior cohort/meet new cohort at Spring Meeting
Q2 - Summer 2022	GBA Subcommittees Overview
	Challenges and Themes for Discussion This Year
Mid-Year	Mid Year Evaluation
Q3 - Fall 2022	GBA Related Business
	Discuss Quarterly Theme from Q2
	Hot Topics/Webinar Discussions
Q4 - Winter 2022	Conclusion of Year - Surveys, Next Steps
	Celebration



GBA Mentorship Circle Program:

The Application Process



- [Submit an Application – Opens shortly](#)
 - An invitation to apply to participate in the program by completing an application survey will be sent.
- [Welcome Email](#)
 - A welcome email from the AAMC that contains information about how to become more engaged with the GBA and next steps related to the Mentorship Circle program.
- [New Member Orientation](#)
 - A new member orientation to be held virtually in January 2022; meet and greet of Mentorship Circles and celebration of prior year circles to be held annually at the GBA Annual Spring Conference (April 27-28, 2022 in San Francisco)



GBA Mentorship Circle Program: Mentor Application

- Please describe your responsibilities in your current role.
- In what areas do you feel that you can best contribute your expertise as a mentor?
- What are your current areas of experience?
- How would you like to help mentees?



GBA Mentorship Circle Program: Mentee Application

- Please describe your current role in your organization.
- Why do you want to participate in the Mentorship Circle program?
- What are your career goals that you would like to further explore through building relationships with your mentors and your fellow mentees?
- At your institution and in your current role, what best describes your position?
- What qualities and skills do you want to further develop with the help of a mentor?



Input from Mentors and Mentees

- Perspectives from Mentors and Mentees from the first cohort

Questions, Thoughts, Ideas?

- When do we get to meet our Circles?
- How are circles assigned?
- What happens at the conclusion of the year?
- How frequently do Circles convene?
- Can Mentors recommit to serve in this capacity for another cycle? What about mentees?
- If I completed the program as a Mentee, can I apply to serve as a Mentor?
- When can I apply?

