

**Group on Business
Affairs (GBA)**

**2021 Mentorship Circle
Program Overview**



AAMC

**Association of
American Medical Colleges**

Presented by:

Amanda Thatcher & Jeff D'Ambrosio



GBA Mentorship Circle Program: Purpose and Program Description

Inaugural GBA Mentorship Circle Program 2021

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





Mentorship Circles: How Does it Work

APPLICATION AND MATCHING PROCESS

Individuals Apply to become Mentor or Mentee

The GBA Professional Development Committee (PDC) review of applications

The GBA PDC Assignment of Mentorship Circles

CONNECTING WITH YOUR CIRCLE

Initial Connections between Co-Mentors and Mentees

Defining a Meeting Schedule and Preferred Communication Methods

Annual Curriculum Setting and Engagement

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 GBA leadership
- 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
Q1 - Spring 2021	Mentorship Circle Program Call
	Mentorship Circle Operations
	Mentorship Circle Program 101
	GBA 101
Q2 - Summer 2021	GBA Subcommittees Overview
	Challenges and Themes for Discussion This Year
Mid-Year	Mid Year Evaluation
Q3 - Fall 2021	GBA Related Business
	Discuss Quarterly Theme from Q2
	Hot Topics/Webinar Discussions
Q4 - Winter 2021/22	Conclusion of Year - Surveys, Next Steps
	Celebration



GBA Mentorship Circle Program: The Application Process



- [Submit an Application – Opens Tomorrow](#)
 - An invitation to apply to participate in the program by completing an application survey will be sent.
- [Welcome Email](#)
 - A welcome email from the GBA Chair that contains information about how to become more engaged with the GBA and next steps related to the inaugural Mentorship Circle program.
- [New Member Orientation](#)
 - A new member orientation/meet and greet of Mentorship Circles to be held annually at the GBA Annual Spring Conference (Virtual in 2021).

GBA Mentorship Circle Program: Application Form Walkthrough – Mentee Survey 1 of 2

What is your institution type? Check all that apply.

- Medical School based – practice plan and health system leaders report to medical school dean
- Health System/Medical Center – medical school reports to health system CEO
- University-based – dean and health system leaders report to university leader
- Stand-alone – medical school is fully independent from health system/medical center and university
- Research Intensive
- Community based

Years of experience in academic medicine

- 0-5 years
- 5-10 years
- 10-15 years
- 15-20 years
- 20+ years

Years of experience in your current role

- 0-5 years
- 5-10 years
- 10-15 years
- 15-20 years
- 20+ years

What are your current areas of experience? Check all that apply.

- Clinical Operations
- Finance and Accounting
- Facilities and Space Management
- Human Resources
- Faculty Practice Plan Administration
- Research Administration
- Departmental Administration
- General Administration
- Information Technology
- Project Management
- Other (please specify)

In what areas are you looking to gain more experience? Check all that apply.

- Clinical Operations
- Finance and Accounting
- Facilities and Space Management
- Human Resources
- Faculty Practice Plan Administration
- Research Administration
- Departmental Administration
- General Administration
- Information Technology
- Project Management
- Change Management
- Administrative Effectiveness
- Communication/Interpersonal Skills
- Coaching/Feedback/Guidance
- Subject Matter Expertise

GBA Mentorship Circle Program:

Application Form Walkthrough 2 of 2

What qualities and skills do you want to further develop with the help of a mentor? Check all that apply.

- Prioritization/Flexibility/Multi-tasking
- Strong Communication/Interpersonal Skills
- Accountability/Reliable
- Anticipating Needs of Others (upstream and downstream)
- Patience/Calm Under Pressure
- Analytical/Problem Solving
- Attention to Detail
- Innovator/Visionary
- Available/Approachable/Accessible
- Coaching/Feedback/Guidance/Supportive
- Emotional Intelligence/Listening/Empathy
- Other (please specify)

In what other areas are you interested in getting further guidance? Check all that apply.

- Clarity around long-term career direction/development
- Positioning to meet career goals
- How to deal with challenging work environments
- Balance of work and home life
- Networking/relationship building
- Accountability toward a goal
- Job search/resume development
- Career transition (industry change, job change)
- Other (please specify)

Does your current institution offer mentoring services?

- Yes
- No
- I don't know

Have you ever worked with a mentor before?

- This will be my first time working with a mentor.
- I currently do not have a mentor but have had one in the past.
- I currently have a mentor.

Please include additional comments here.

Questions, Thoughts, Ideas?

- How does this look in non-pandemic years in terms of timing of curriculum and the annual meeting?
- What happens at the conclusion of the year?
- Can Mentors recommit to serve in this capacity for another cycle?
- If I completed the program as a Mentee, can I apply to serve as a Mentor?

