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# Mentorship Circle Overview

*A Roadmap to the GBA Mentorship Circle Program*

Group on Business Affairs (GBA)

# **Mentorship Circle Overview**

## **A Roadmap to the GBA Mentorship Circle Program**

Group on Business Affairs (GBA)

Association of American Medical Colleges  
Washington, D.C.

This document was created by the GBA Professional Development Committee (PDC) and is intended to serve as a roadmap to the GBA Mentoring Circle Program. All content reflects the views of the GBA and does not reflect the official position or policy of the Association of American Medical Colleges unless clearly specified.

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## GBA Mentoring Circle Roadmap

The GBA Mentorship Circle Program serves to connect mentors with a group of mentees to support their career journey, to help them build their peer network, as well as access resources through their engagement with the GBA.\* Through this year-long experience, participants will be connected with valuable professional development resources, and also garner advice and share best practices within their Mentorship Circle. By engaging in this unique networking opportunity, mentors and mentees alike will build meaningful professional connections across the GBA community that can continue to serve them well beyond the program's one-year commitment.

*\*Please note that you must be a GBA member to participate in the GBA Mentorship Circle program. For questions, please contact [gba@aamc.org](mailto:gba@aamc.org).*

### Program Description

Below is an explanation of what mentorship circles are followed by a description of the setup of this Mentorship Circle Program and what is included.

#### *What are Mentorship Circles?*

Instead of traditional one-to-one mentorships where person A (mentor) sits down with person B (mentee) for a chat, mentoring circles involve a number of people (mentees), usually about 5 to 7, who convene together – usually in a *circle* – to discuss a topic of interest with one (or multiple) mentors or facilitators who have expertise or experience in that subject matter. For this program, each Mentorship Circle will consist of 2 mentors and 5-7 mentees.

#### *How does it work?*

1. There will be an informational webinar regarding the GBA Mentorship Circle Program announced and open to all GBA members.
2. GBA members will soon thereafter be sent an announcement with mentor and mentee application surveys, providing interested members the opportunity to apply to the Program.
3. The number of participants will then determine the number of Mentorship Circles that will be formed for the year-long term. Each Mentorship Circle will consist of 2 mentors and 5-7 mentees. The matching process, curriculum, and expectations are described in detail below.

### Program Recruitment and Onboarding

GBA members will have a variety of opportunities to learn about and apply for the Mentorship Circle Program. These opportunities include:

1. An invitation to apply to participate in the Program by completing an application survey. Upon review of the applications, individuals will be matched into a Mentorship Circle and then will receive a formal acceptance into the Program.
2. A new member orientation/meet and greet of Mentorship Circles to be held once the Circles are assigned.

## Mentorship Circle Assignments and Launch

The GBA Professional Development Committee (PDC) and AAMC staff will review all mentor and mentee applications and assign Circles based upon various factors (see page 3). Once the matching is done, AAMC staff will notify mentors and provide them with the contact information for their Circles.

Co-mentors should first connect with each other and then jointly reach out to their mentees to welcome them to the Program and begin to define a meeting schedule that enables completion of the Program curriculum over the course of a year.

The meeting schedule may include phone conversations, online communications, and/or in-person meetings. Mentorship Circles are expected to connect *at minimum* 4 times during the year for an hour, but more frequent and/or longer meetings are welcome and at the discretion of each Circle.

## Program Curriculum and Evaluation

Each Mentorship Circle will engage in a year-long curriculum. See pages 3-4 for more details. Over the course of the year, participants will have opportunities to provide feedback via evaluation surveys. Individuals are also welcome to submit feedback throughout their experience directly to the PDC. All feedback will be considered when the PDC makes improvements for future program cycles.

## Program Participant Expectations

A successful Mentorship Circle experience requires engagement from both mentors and mentees. The following expectations for each of these roles is described below.

### Mentor Expectations

1. Participate in the Mentor Training/Orientation call and Mentorship Circle Orientation/Kick-Off call
2. Attend the GBA/GIP Joint Spring Conference and/or webinars
3. Introduce and facilitate the connection of the mentees to each other and other GBA members
4. Define the meeting schedule and schedule Circle calls; others can lead calls though
5. Discuss and set realistic goals or areas of focus for mentees
6. Encourage mentees to utilize GBA resources
7. Introduce mentees to potential ongoing GBA mentors in roles/areas of interest
8. Complete GBA Mentorship Circle evaluation surveys to ensure continuous improvement of the Program

**Note:** You will be asked to provide feedback to the GBA Steering Committee and/or GBA PDC about your experiences throughout the year, with the intent to improve on the Program from year to year, and to assist new mentors and mentees begin their Mentoring Circle relationships.

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### **Mentee Expectations**

1. Participate in the Mentorship Circle Orientation/Kick-Off call
2. Attend the GBA/GIP Joint Spring Meeting and/or webinars
3. Proactively engage in your Circle
4. Flexibility with schedule to accommodate calls
5. Assist in the development of the meeting schedule and goals of your Mentorship Circle
6. 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
7. 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
8. Complete GBA Mentorship Circle evaluation surveys to ensure continuous improvement of the program

### ***How are the Circles Assigned?***

A variety of criteria are used to assign circles including:

- Career goals of mentees and alignment with mentor expertise
- Roles and responsibilities of mentees at their organizations
- What drew participants to the Program; what they are hoping to learn or gain from the experience (e.g., networking, career advancement, changing career direction)
- Institutions, so as not to have participants from the same institution assigned to the same Circle where possible

### **Mentorship Circles Suggested Curriculum**

It is at the discretion of each Mentorship Circle how they want to engage and how frequently, but each Circle should have *no less* than 4 meetings in one year. Calls may be monthly, ad hoc, or quarterly.

Mentors should convene prior to reaching out to their Circle to determine the roles of each mentor, setting up a call schedule, and managing other logistical items. The expectation is that mentors should share in the duties and responsibilities of managing the Circle.

Icebreakers/get-to-know your Circle. Early call(s) should focus on getting to know your Circle participants. Here are [some suggestions](#) for icebreakers.

Mentees can suggest topics of interest that you may want to discuss as a Circle. The topics provided below were discussed by previous Circle cohorts:

- AMC or medical school organizational leadership and the impact on decision making
- Pre- and post -award support at an institutional level

## GBA Mentoring Circle Roadmap

- Professional development opportunities for employees
- How to address unproductive research faculty
- Funds flow
- Hybrid work
- Funding and staffing models
- Supervisor techniques
- wRVUs and measuring productivity
- Dealing with difficult faculty
- Diversity initiatives
- Physician compensation models
- Recruitment and retention
- Financials, organizational structure, planning and strategy
- Research space
- Change management
- AI

### **Suggestions for ways to engage with your Circle**

- Ask mentees to take responsibility for leading a call around a topic they are most interested in learning about
- Join a GBA webinar and reconvene your Circle to discuss what was presented during the webinar
- Suggest books or articles you can read and come back together to discuss the findings
- Ask AAMC staff to join a call to discuss resources mentees can access as GBA members or have AAMC staff provide a detailed overview of one AAMC data resource
- Have mentees select a tool or dashboard they utilize the most and ask them to present the resource to the other Circle participants by sharing their screen during a Zoom call
- Consider submitting a proposal for a poster or presentation at a GBA/GIP Joint Spring Conference on a mutual topic of interest
- Have mentees share challenges they are facing in the workplace and use the group to work through potential solutions
- Ask mentees to highlight a best practice that has made a positive impact in their workplace
- Mentors can invite a colleague to give a presentation to the Circle on a topic of interest
- Mentors could discuss their own leadership journey

## GBA Mentoring Circle Roadmap

### GBA Resources

You may learn more about the AAMC and the GBA by viewing the [AAMC GBA homepage](#), which includes featured and upcoming events, GBA news, resources, professional development opportunities, information on how to get more involved in the GBA through [Committees](#), and more.

#### **Committees, Interest Groups, Work Groups**

The GBA convenes various Committees, Interest Groups and Work Groups.

##### ***Committees***

The three standing Committees turn over each year in the Spring, and each focus on a different topical area:

- Emerging Issues
- Professional Development
- Data and Benchmarking

The GBA also convenes an annual Spring Meeting Planning Committee that is a joint Committee with representatives from the Group on Institutional Planning.

##### ***Interest Groups***

The two GBA Interest Groups bring together members with the following positions listed below. You may join an Interest Group at any time.

- Human Resources
- Department Administration

##### ***Work Group***

The GBA currently convenes one Work Group in collaboration with the Group on Information Resources and Group on Institutional Planning. You may join the Work Group at any time.

- Data-Driven Academic Medical Centers

#### **Additionally, GBA members have access to other resources such as:**

[AAMC Medical School Profile System \(MSPS\)](#)

[AAMC Organizational Characteristics Database \(OCD\)](#)

[AAMC Faculty Roster](#)

[The GBA monthly newsletter](#)

[Recent webinars](#) (see under *Professional Development*); [archived webinars](#) (see under *Webinar Library*)