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Mentorship Circle Overview

A Roadmap to the GBA Mentorship Circle Program

Group on Business Affairs (GBA)

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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.*

Program Description

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.

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 a mentor and a mentee application survey, 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) will review all mentor and mentee applications and make Mentorship Circle assignments based upon various factors (see page 4). Once assigned to a Mentorship Circle, the PDC will notify mentors and provide the names and contact information of their co-mentor and mentee matches.

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 on a quarterly basis 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, which is provided by the PDC. To review the full curriculum (see page 5). 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

Every Mentorship Circle will have 2 mentors, and these mentors will be matched with 5-7 mentees. Mentors are expected to:

1. Participate in an orientation call for mentors. This call will be scheduled based on mentor availability, and soon thereafter the Circles are assigned.
2. Attend the GBA Mentorship Circle breakfast at the annual GBA Spring Conference, if held in person, and engage with their assigned mentees. The mentorship program will officially kick off in January. It is expected that the Circles will convene by conference call prior to the Spring Meeting.
3. Introduce and facilitate the connection of the mentees to GBA members and leadership. Mentees will be provided with the GBA Steering Committee roster.
4. Work with Mentorship Circle participants 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 on a quarterly basis for an hour, but more frequent and/or longer meetings are welcome and at the discretion of the Circle.
5. Discuss and set realistic goals or areas of focus for their mentees.
6. Encourage mentees to utilize the GBA Listserv, consider joining a [GBA Subcommittee](#), and consider/encourage attendance at future Principal Business Officers' Meetings/GBA Conferences as applicable.
7. Introduce mentees to potential ongoing GBA mentors in roles/areas of interest.
8. Complete GBA Mentorship Circle evaluation surveys to ensure continuous improvement in the Program.

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.

Mentee Expectations

Every Mentorship Circle will have two mentors, and these mentors will be matched with 5-7 mentees. Mentees are expected to:

1. Attend the GBA Mentorship Circle breakfast at the Annual GBA Spring Conference, if feasible, and engage with their assigned mentor. The mentorship program will officially kick off in January. It is expected that the Circles will convene by conference call prior to the Spring Meeting.

2. Work with Mentorship Circle participants 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 on a quarterly basis for an hour, but more frequent and/or longer meetings are welcome and at the discretion of the Circle. Mentees are expected to have some schedule flexibility in order to participate in scheduled calls.
3. 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.
4. Work with the mentors to identify key colleagues with interests and activities that would make them potential collaborators and/or mentors for the longer term; meet and/or connect with these individuals as schedules allow.
5. Work with the mentors to identify ongoing relationships at the conclusion of their Mentorship Circle at the end of the year.
6. Complete GBA Mentorship Circle evaluation surveys to ensure continuous improvement in the Program.

How are the Circles Assigned?

There are many factors that contribute to the assignment of the Circles. These include:

- Career goals of mentees and alignment with mentor expertise
- Roles and responsibilities of mentees at their organizations
- Institutions, so as not to pair mentees and mentors together from the same institution, where possible
- Time zones to help with the ease of scheduling calls

Mentorship Circles Suggested Curriculum

It is at the discretion of each Mentorship Circle how they want to engage and how frequently. Below is a suggested Curriculum for the year.

- 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
 - 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

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

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- Consider submitting a proposal for a poster or presentation at a GBA/GIP Joint Spring Conference on a mutual topic of interest
- Mentors can invite a colleague to give a presentation to the Circle on a topic of interest
- Mentors do discuss their own leadership journey

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

Access to the GBA Listserv. Members are automatically added to the GBA Listserv (gba@lists.aamc.org). It is also the chief mechanism by which GBA members and AAMC staff are able to distribute updates to our member institutions. The Listserv messages are [archived](#) for future access and reference by GBA members only (you must sign in first).

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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*)