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# GIR Mentorship Circle Open House Program Overview

Sponsored by the Group on Information Resources (GIR)  
June 27, 2024



Association of  
American Medical Colleges

# Purpose and Program Description

## Inaugural Year of the GIR Mentorship Circle Program

9-Month Program  
5-7 Mentees and  
2 Mentors per Circle

**Connects GIR members interested in leadership  
and professional development with:**

Veteran Members

Peers

Access to GIR Resources

Advice from Experience

Shared Best Practices

Hot Topic Discussions

Post Webinar Breakout

Networking

Other

# How It Works

## APPLICATION AND MATCHING PROCESS

- Individuals apply to become a Mentor and/or Mentee
- A sub-team of GIR leaders from the Steering Committee review applications and match applicants into Circles.
- AAMC staff will first reach out to mentors and then to all participants about their Circle assignments.

## CONNECTING WITH YOUR CIRCLE

- Mentor training/orientation call with AAMC and new mentors
- Orientation for all program participants with AAMC and new circles
- Initial connections between co-mentors and mentees
- Defining a meeting schedule and preferred communication methods
- Curriculum setting and engagement
- Convening during the IT in Academic Medicine Conference

## EVALUATION AND FEEDBACK

- Formal Evaluations
  - Mid-cycle\*
  - Final\*\*
- Feedback to the GIR Steering Committee

*\*The Mid-cycle Survey provides an opportunity for reassessment & any positive adjustments for your Circle in real-time.*

*\*\*The Final Survey is for ensuring continued improvements to the Program over time. Your feedback is very important to us!*

# The Application Process

## Submit an Application – Applications Are Now Open!



- ☐ The mentor and mentee applications are open on the AAMC GIR website and communications have been and will continue to be sent out to the GIR until applications close.

## Welcome Email

- ☐ After applying and getting matched to a Circle, you will receive a welcome email from the AAMC that contains more information and next steps related to the Mentorship Circle program.

## 2 Orientations (1 for mentors, 1 for all participants)

- ☐ A mentor training/orientation will be held virtually once mentors have been identified; then a mentor and mentee (all program participants) orientation will be held virtually to officially launch the Circles. There will also be a meet & greet for Mentorship Circle members to be held at the 2025 IT in Academic Medicine Conference in Minneapolis, May 28-30.

# Mentor Application

- ☐ What are 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?



# Mentee Application

- ☐ Please describe your current role in your organization.
- ☐ How long have you been in this role?
- ☐ 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?
- ☐ What qualities and skills do you want to further develop with the help of a mentor?



# Participant Expectations: Mentors



Attend the Mentor Orientation Session and Mentorship Circle Kick-Off Session



Attend the IT in Academic Medicine Conference and/or webinars



Introduce and facilitate the connection of the mentees to each other and other GIR members



Define the meeting schedule and schedule Circle calls; others can lead calls though



Discuss and set realistic goals or areas of focus for the mentees



Encourage the mentees to utilize GIR resources



Introduce mentees to potential ongoing GIR mentors in roles/areas of interest



Complete GIR Mentorship Circle evaluation surveys to ensure continuous improvement of the program

# Participant Expectations: Mentees



Attend the GIR Mentorship Circle Kick-off Session



Attend the IT in Academic Medicine Conference and/or webinars



Proactively engage in your Circle



Flexibility with schedule to accommodate calls



Assist in the development of the meeting schedule and goals of your Mentorship Circle



Utilize the knowledge and skills of the mentors to enhance connections and engagement with the GIR, knowledge of GIR resources, and individuals within the GIR 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 GIR Mentorship Circle evaluation surveys to ensure continuous improvement of the program





**What will  
work best for  
our Circle?**



# Curriculum Considerations

**Mentor and Mentee perspectives**

**Brief overview of your Circle**

**Come prepared to talk about your issues**

**Call schedule**

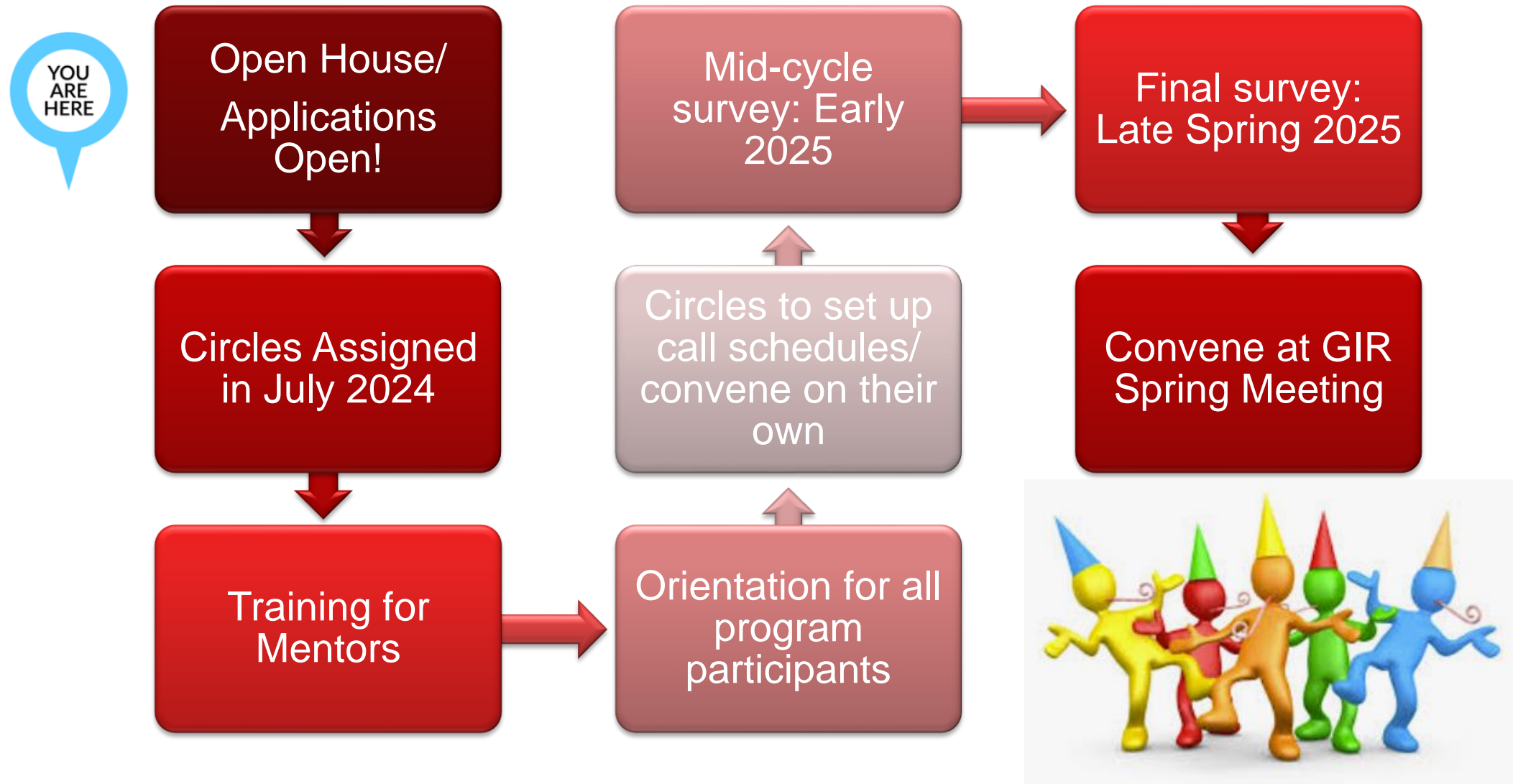
**Call structure**

**Activities (e.g., having mentees lead calls)**

**Projects (e.g., GIR presentation / poster)**

**Take-away lessons**

# Chronological Overview of the Program



# Do You Have the Time?

## A Few Things to Consider



### *The Commitment:*

- ☐ Each Circle decides its own schedule but should have ***no less than*** 3 meetings in one cycle. Calls may be monthly, ad hoc, or every 3 months.
- ☐ The commitment can run anywhere from 1-3 hours a month with some months potentially free – it depends on what your Circle decides regarding your schedule, structure, and curricular activities

### *Things to Consider:*

- ☐ What does your schedule look like September through May?
- ☐ Can you be flexible?
- ☐ Is this the right time for you to try this program?
- ☐ Will you have enough time and flexibility to show up for your Circle? Keep in mind that your ability to participate has an impact on the overall experience of your Circle as well.



***Remember:***  
**Time commitment  
and engagement  
are important—  
you get in what  
you put out!**

# Answers to Some Common Questions

When do we get to meet our Circles?

You will meet your fellow Circle members on or before the Orientation call in August/September 2024. It's possible your co-mentors may reach out to you before Orientation to begin scheduling calls, etc.

How are Circles assigned?

Matching for Circles is primarily based on alignments found during the application review process while taking various factors into consideration (e.g., avoiding institutional overlaps where possible).

What happens at the conclusion of the cycle?

It is the choice of all Circle members how much they want to continue to informally connect with each other, but your official Program involvement concludes with the final evaluation.

# Answers to Some Common Questions (Cont'd)

How frequently do Circles convene?

Monthly, or ad hoc, with a minimum of 3 calls throughout the 9-month cycle.

Can Mentors recommit to serve in this capacity for another cycle? What about mentees?

Yes to both!

If I completed the program as a Mentee, can I apply to serve as a Mentor?

Yes! You can participate as a mentor or a mentee any given cycle for as many future cycles as you'd like; however, you can't switch roles mid-cycle.

When can I apply?

Now! Applications are open on the GIR website. For questions, contact [gir@aamc.org](mailto:gir@aamc.org).

# Questions, Thoughts, Ideas?

**The Floor**



**Is Open!**

**For questions/comments about the GIR Mentorship Circle Program,  
please contact [gir@aamc.org](mailto:gir@aamc.org).**