

# MAKING THE MOST OF ANY MENTORSHIP PROGRAM

Mentor/Mentee Programs are designed to help new practitioners get paired with seasoned professionals in an informal setting to network and learn from each other for any organization. Here are some roles and responsibilities for mentors and mentees:



- Reach out to your mentee, introduce yourself, and schedule the first meet up at a mutual location.
- Ask your mentee how you can help.
- Listen to your mentee. Determine how you can apply your skillsets to help them benefit from the organization and in the future.
- Share how you got to where you are now and your future career goals.
- Use your connections to help your mentee grow their network, and introduce them to different career paths.
- Use the tools provided by ASCP to explain how to make the most of an ASCP membership and how you are involved.



- Reach out to your mentor, introduce yourself, and explain what you would like to get out of this mentorship.
- Ask your mentor questions about their pharmacy career and involvement in the organization.
- Tell your mentor what you hope to do in the future and discuss different ways you can plan to do that.
- Thank your mentor for taking the time to talk with you and for giving you advice.
- Follow up after your meeting and use this as your first step to growing a relationship.



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# BE A ROCKSTAR MENTOR!

Six tips for mentors to help you make the most of ASCP's or any organization.

## Ask where they need help.

Listening is key to becoming a great mentor. Ask about their expectations, goals, and what they want out of this experience. Help streamline goals based on what they would like to achieve.

## Set a contact schedule.

Get in touch with your mentee and discuss a mutual place to meet. It is important to specify a time frame in order to have a clear idea of the meeting. Allow enough time to discuss everything in step one. Follow up after the meeting to keep the line of communication going.

## Get involved.

Get to know your mentee so you can learn more about what they are interested in and their career path. This will help you put them on the right track and give them the advice they need. A mentor-mentee relationship should not be a one-way street but rather a relationship where it's mutually beneficial for all parties involved.

## Open Doors.

You have connections your mentee would benefit from. Introduce them to appropriate people in your network, including your colleagues, ASCP leadership, and staff who can help with their goals. If possible introduce them to other organizational leaders.

## Help them make the most of the experience.

Help your mentee make the most of their experience by sharing with them how you navigate your way through pharmacy. For example, at the ASCP's 2020 Annual Meeting & Exhibition share with them the *Conference Like a Champ* document. Give them tips you've learned from attending conferences, like managing the schedule, app, events, and more.

## Be an ASCP advocate.

You have the opportunity to educate your mentee about ASCP and the perks of membership! Share with your mentee ASCP's *Maximize Your ASCP Membership* document and share with them why YOU call ASCP your professional home, and how you are involved with ASCP.



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# BE A SUPERSTAR MENTEE!

Five tips for mentees to help you make the most of ASCP's mentor experience.

## Reach out.

Send them an email introducing yourself. Let your mentor know about your interests and explain what you would like to gain from this program.

## Plan to meet.

Agree on a time and place for your first meet up. Your first meeting should be about getting to know each other and establish goals. Discuss your goals and what you hope to get out of the relationship. Your initial meeting can be short (one hour or less).

## Ask questions.

Use your mentor as a resource to ask questions about how they got to where they are in their career. Ask them how ASCP has supported them throughout their career path. There is no such thing as a dumb question and remember, your mentor was in your shoes once too. Be sure to ask plenty of questions because your mentor is there to help you learn and grow!

## Explain your career goals.

It's okay if you don't know how or where you want to practice in your pharmacy career. Explain your interests and disinterests to your mentor, and let them help you find your way. Remember, your mentor has been practicing for quite a while and may have a way to help you reach your career goals.

## Follow up.

After the first meeting is over, keep in touch—and be sure to thank your mentor, too! If you both agree, the relationship with your mentor does not need to stop after one meeting. Your mentor can continue to be a great resource to you as you progress in your career.



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