Mentor & Mentee Handbook

ISAPS® Mentor Program

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WELCOME TO THE ISAPS MENTOR PROGRAM!

This handbook serves as a guide for mentors and mentees, outlining the program's structure, expectations, and best practices to ensure a productive and rewarding mentorship experience.

PROGRAM OVERVIEW

The ISAPS Mentor Program is designed to support professional development by pairing experienced surgeons (mentors) with mentees seeking guidance in their careers. The program fosters knowledge sharing, skill development, and professional growth in aesthetic plastic surgery.

Programme Objectives
· *Provide guidance and support for mentees in their professional journey*
· *Promote best practices in aesthetic plastic surgery*
· *Strengthen the ISAPS global community by encouraging knowledge-sharing*

ROLES & RESPONSIBILITIES

Mentor Responsibilities:
- Guide and support the mentee in professional and personal development.
- Share industry knowledge, best practices, and career advice
- Set clear expectations and maintain open communication
- Provide constructive feedback and encouragement
- Help the mentee set and achieve realistic goals

Mentee Responsibilities:
- Take initiative in driving the mentorship relationship
- Set clear goals and actively work towards achieving them
- Be open to feedback and learning opportunities
- Respect the mentor's time and expertise
- Engage in regular communication and follow through on commitments

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EXPECTATIONS AND BEST PRACTICES

For Mentors:

- Be available and committed to scheduled meetings.
- Listen actively and offer guidance based on experience.
- Encourage professional growth while respecting mentee's decisions.
- Maintain confidentiality and professionalism.

For Mentees:

- Be proactive and take responsibility for personal development.
- Prepare for meetings with clear questions or discussion points.
- Follow up on action items and apply feedback received.
- Maintain a professional and respectful relationship.

MENTORSHIP PROCESS

Step 1: Initial Meeting

- Introductions and background sharing.
- Discuss goals, expectations, and preferred communication methods.
- Agree duration of mentorship (3 months minimum to 12 months maximum)
- Establish a meeting schedule.

Step 2: Goal-Setting

This can take place during the initial meeting, or can be held as a separate meeting, to be agreed by Mentor and Mentee as they prefer.

- Define short-term and long-term objectives.
- Use the Goal-Setting Framework worksheet to structure goals.

Step 3: Ongoing Support & Development

- Regular meetings to discuss progress, challenges, and solutions.
- Use the Activity & Progress Tracking Log for monitoring achievements.
- Adjust goals as needed.

Step 4: Program Completion & Reflection

- Evaluate progress made and lessons learned.
- Discuss next steps for continued professional development.
- Provide feedback on the mentorship experience.
  - A survey link will be provided upon submission to ISAPS office of your signed mentorship agreement.

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COMMUNICATIONS GUIDELINES

- Establish clear communication preferences (email, phone, video calls).
- Schedule regular check-ins to maintain engagement.
- Be respectful of each other's time and commitments.
- Address any misunderstandings or challenges early.

OVERCOMING CHALLENGES IN MENTORSHIP

Common mentorship challenges include:
- Misaligned expectations: Clarify roles and objectives early.
- Lack of communication: Maintain regular updates and check-ins.
- Difficulty setting goals: Use structured goal-setting tools.
- Personality differences: Focus on mutual respect and professional growth.

KEY PRINCIPLES OF MENTORSHIP

Diversity & Inclusion in Mentoring:

The ISAPS Mentor Program values diversity and inclusion, recognizing that mentorship is most effective when it respects different perspectives, cultural backgrounds, and learning styles. By fostering an inclusive environment, mentors and mentees create stronger professional relationships and enhance learning experiences.

Key Principles of Inclusive Mentorship:

- Self-Awareness & Unconscious Bias
    - Be mindful of personal biases and how they may influence interactions.

- Active Listening & Open Communication
    - Create a safe space for open, respectful discussions.

- Respect for Different Perspectives
    - Recognize and appreciate diverse professional and cultural experiences.

- Adaptability & Flexibility
    - Adjust mentoring styles to support different learning needs.

- Support & Advocacy
    - Support mentees from underrepresented backgrounds and promote inclusive practices.

Best Practices for Mentors & Mentees:

- Foster a collaborative, respectful mentoring relationship.
- Be mindful of cultural differences in communication and professional expectations.
- Challenge stereotypes and advocate for fairness and equity.
- For further guidance, refer to the Diversity & Inclusion in Mentoring document.

Ethics & Confidentiality in Mentorship

A successful mentoring relationship requires trust, professionalism, and confidentiality. Mentors and mentees must commit to ethical conduct and respect professional boundaries throughout the program.

Ethical Responsibilities:

- Mentors:
  - Lead by example, uphold ethical surgical and professional standards, and provide fair, unbiased support.

- Mentees:
  - Respect the mentor's time, engage honestly, and follow ethical best practices in training and patient care.

Confidentiality Guidelines:

Mentors and mentees must handle discussions with discretion, ensuring that shared information remains private unless explicitly agreed otherwise.

Confidential topics include:

- Personal experiences and career discussions
  - These should remain private unless both parties agree to share.

- Research, professional insights, and unpublished work
  - Any intellectual property should be respected.

- Patient cases or surgical experiences
  - If discussed outside of clinical training, all patient details must be fully anonymized.
  - If the mentorship involves clinical observation or fellowship training, confidentiality must follow local regulations and institutional policies, including obtaining patient consent where required.

- Career progression and workplace matters
  - These conversations should remain confidential unless agreed otherwise.

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Best Practices for Maintaining Confidentiality:

- Clarify Boundaries Early
  - Discuss how sensitive topics will be handled.

- Follow Institutional & Legal Guidelines
  - Ensure compliance with hospital, clinic, and national regulations.

- Maintain Discretion in Digital & Public Spaces
  - Avoid discussing identifiable patient details outside of professional settings.

For more details, refer to the Ethics & Confidentiality in Mentorship document.

PROGRAM RESOURCES

Mandatory Reading, Tools & Templates

Guidance Documents:

1. Mentor & Mentee Handbook:
   a. A detailed guide outlining roles, expectations, and best practices for both mentors and mentees.

2. Diversity and Inclusion in Mentoring:
   a. Guidance on embracing diversity, promoting inclusivity, and understanding cultural competencies within mentoring relationships.

3. Ethics & Confidentiality in Mentorship:
   a. A guide to maintaining professional boundaries and confidentiality.

Practical Tools and Templates:

1. Mentorship Agreement Template:
   a. A customizable document to establish clear expectations, goals, communication frequency, and boundaries at the outset of the mentoring relationship.

2. First Meeting Checklist:
   a. A guide for mentors and mentees to establish rapport, set goals, and plan communication.

3. Meeting Agenda and Notes Template:
   a. Structured formats to plan meetings effectively and document key discussion points and action items.

4. <u>Goal-Setting Worksheet:</u>
   a. Tools to assist in defining and tracking SMART (Specific, Measurable, Achievable, Relevant, Time-bound) objectives.

5. <u>Activity & Progress Tracking Log:</u>
   a. A resource for monitoring development, milestones achieved, and areas requiring further attention.

Additional Reading, Tools and Templates (Not Mandatory)

Skill Development Resources:

1. <u>Effective Communication Strategies:</u>
   a. Materials focusing on active listening, providing constructive feedback, and navigating difficult conversations.

2. <u>Leadership and Professional Growth:</u>
   a. Resources aimed at developing leadership qualities and advancing professional skills within the mentoring context.

3. <u>Creativity in Mentoring:</u>
   a. Encouraging innovative approaches to problem-solving and personal development within the mentoring framework.

Reflective and Self-Assessment Tools

1. <u>Mentor and Mentee Self-Assessment Questionnaires:</u>
   a. Instruments to evaluate personal strengths, areas for growth, and readiness for the mentoring journey.

2. <u>Reflective Practice Logs:</u>
   a. Templates to facilitate ongoing reflection, learning, and adaptation throughout the mentoring process.

Educational Materials on Mentoring Dynamics

1. <u>Understanding Different Mentoring Styles:</u>
   a. Insights into various mentoring approaches, including traditional, peer, group, and reverse mentoring, to suit diverse needs and preferences.

2. <u>Navigating Cross-Cultural Mentoring Relationships:</u>
   a. Guidance on effectively managing and benefiting from culturally diverse mentoring partnerships.

Case Studies & Real-World Examples:
- Examples of Different Mentorship Models in Action:

1. Traditional 1:1 Mentorship
   a. A case study of a senior surgeon mentoring a junior surgeon, focusing on skill development and career growth.

2. Peer-to-Peer Mentorship
   a. A story of two surgeons at similar career stages supporting each other in research and practice development.

3. Group Mentoring Success
   a. A mentor guiding multiple mentees in a structured group setting, sharing knowledge and best practices.

4. Reverse Mentoring
   a. A junior ISAPS member providing insights on emerging technologies or social media strategies to a senior surgeon.

5. International & Cross-Cultural Mentorship
   a. A mentorship experience that bridged geographical and cultural barriers, showcasing global collaboration.

Lessons Learned & Best Practices:

1. Key takeaways from successful mentorships.

2. Challenges faced and how they were overcome.

3. Practical advice for structuring and maintaining effective mentor-mentee relationships.

FINAL THOUGHTS

Mentorship is a collaborative and rewarding experience. Both mentors and mentees should approach the program with an open mind, commitment, and a willingness to learn. By following the guidelines in this handbook, participants can maximize the benefits of their mentorship journey.

Thank you for being part of the ISAPS Mentor Program!