



## **HARBOR DENTAL SOCIETY'S MENTOR PROGRAM**

### **Tips to Make the Most Out of Your Mentorship**

- 1) Communicate clearly and openly.** Express what type of help you're looking for in a mentor and the key takeaways you hope to gain. Agree on how often and the best way to communicate – face-to-face, email, phone, or text.
- 2) Establish a plan of action and goals.** Discuss and agree on a plan of action and set short term and long term goals for an optimal experience. Review the agreed upon action items and goals periodically to evaluate the relationship is working out. If not, revise the plan and goals or seek out other mentors.
- 3) Define expectations and be reliable and consistent.** Be sure to review the goals and what it entails to reach the agreed upon goals. Setup a system to measure progress. Be respectful of your mentor's time and let each other know if there is a conflict with a date and time to avoid delays, confusion or cancelations.
- 4) Listen, learn and grow on a professional and personal level.** Pay attention to great skills that you notice in your mentors. These skills include listening, guidance, recommendations and wisdom. When you receive corrective feedback from your mentor, don't be defensive. Listen, digest and take immediate steps to apply what you have learned.
- 5) Participate in activities together, express appreciation and have fun.** Attend CE meetings, Dental MBA courses and social events together. Get to know each other better on a professional and personal level. Appreciate your mentor's guidance and each other's time, sharing ideas, information and contacts.