

Introduction to The Mentorship Toolkit

The Mentorship Toolkit was developed in response to the current economic environment in the veterinary profession. It contains resources and support for a revised, detailed mentorship program to help associate veterinarians contribute, both financially and medically, to their new team. It also provides an outline that both mentees and mentors can utilize when developing effective and successful relationships, which will aid in the on-boarding of new associates.

Please utilize these resources as a guide for both practice owners and associate veterinarians in the evolution of a successful practice team.

Mentorship Program Guidelines:

- *Evolution of and support for mentorship (white paper, executive summary, and PowerPoint)* – This resource provides background information on the forces driving the economy and the support for mentorship guidelines. It also includes survey results from mentees and mentors on what is missing from current mentee-mentor relationships to help with the development of new mentorship guidelines.
- *Knowing when to hire* – In order for a mentee-mentor relationship to be successful, it is necessary for the practice to be in good financial health. Knowing when it is appropriate and having the capability to hire a new associate is the first step to creating a thriving, long-term relationship with associates.
- *How to bring up mentorship with an employer* – This reference provides sample cover letters that can be used to address mentorship while making the most of the toolkit.
- *Mentee and Mentor Goals and Expectations Inventories* – The Mentee and Mentor Goals and Expectations Inventories were created in order to set measurable standards to which both parties should adhere. Utilization of these inventories will enable both mentees and mentors to form a relationship centered around effective communication and expectations.
- *Written protocols* – This resource includes an outline of protocols for mentees. The protocols should be completed by the mentor and provide guidelines for the mentee to follow.
- *Time and compensation recommendations* – Mentors make a significant investment when hiring an associate and becoming a mentor. This resource ensures all parties are aware of the time invested and appropriate compensation required in the process.
- *Surveys for mentees and mentors* – Taking these surveys throughout your mentee-mentor relationship will generate data to help support mentorship in the future. It will also provide crucial feedback to that the creators of the mentorship program can take into consideration as they continue to develop the program.
- *Resources for mentees and mentors* – This section includes general resources and references to support mentorship.