

Heemstra, Sarah

From: Heemstra, Sarah
Sent: Tuesday, February 19, 2019 1:45 PM
To: Heemstra, Sarah
Subject: Infection Prevention Champions Program: Mentoring

Infection Prevention Champions Program



Dear Champion,

Many organizations strive to retain knowledge and wisdom. Interpersonal knowledge management tools, like mentoring and coaching, are used to nurture and retain workers. Although mentoring is one of the oldest tools used for influence and information sharing, it is resurfacing and gaining popularity. Let's face it; most of us spend more waking hours at work than at home. From the first day of employment, employees are interacting with trainers, coworkers, supervisors and managers. As time goes on, these employees learn how each relationship impacts their career. Developing a mentoring relationship allows for sharing information and experience, with each other, that promotes growth not only for employees but the future of the organization.

Benefits of a mentoring relationship include:

- Passing on knowledge and skills to the next generation
- Improving efficiency and productivity
- Building strong teams
- Career advancement

Knowing the importance of mentoring is the key to developing a successful mentoring program. Coaching within organizations is a commonly used model to develop leaders and managers. This relationship does not begin to reach into the years of wisdom workers who have succeeded within the organization have gained. By tapping into this wisdom, mentor programs will promote recruitment and retention, which in turn allows the wisdom to be shared with the next generation.

Two types of mentoring:

- Developmental mentoring: The mentee uses the mentor as a resource and a guide to attain new skills.

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- Sponsorship mentoring: The mentor influences the career of the mentee by gaining the interest of others to promote the advancement of and "open doors" for the mentee.

To be an effective mentor you need to:

- Be willing to help
- Be motivated to develop others and yourself
- Be confident
- Be able to constructively criticize
- Ask questions
- Listen
- Give feedback

After a mentoring relationship is formed it can be difficult to manage in a professional setting. A few ideas to help with this are: set regular meetings, be honest and open, be accountable, focus, and establish guidelines. A common reason for the failure of a mentoring relationship is a misunderstanding about what is expected from one another. In smaller organizations managers may have a difficult time with serving as a mentor and a manager. This can be avoided by making sure there are clear lines that discern the difference between when you're being a mentor and a manager.

Finding a mentor can be difficult for new employees. Ask within the organization first to see if there is a mentoring program in place. You may also try looking around in your workplace for someone that is admired and respected. Look for someone that impresses you with their perceptiveness and insight. Find someone you feel drawn to. Try to align yourself with someone whose experience and expertise correlates with your goals. The next step is to invite them into a mentor type relationship. Few people will refuse, but they will still feel flattered you asked.

The retention of employees and attaining new employees are important for every organization. More importantly, retaining the wisdom and successes of employees will drive the future of every organization. Successful mentoring programs are the key to these concepts. Look around and find a mentor to ensure you have the best chance at helping yourself and the organization. You never know you may find that you can help someone else.

[Requirements](#) should either be emailed to Champions@sgna.org or faxed to 312-673-6694 as due. The upcoming assignments are as follows:

1. Review the resources under the **Mentoring** button on the [Education Resources](#) page.
2. Continue to develop and implement infection prevention education for your peers (total of 120 minutes)
3. Seek opportunities to educate yourself on infection prevention topics (total of 180 minutes).

These bi-monthly letters will be [archived](#) for you to access as needed. As always, SGNA is available for any questions or difficulties you may have.

Sincerely,
The SGNA Infection Prevention Work Group

References:

Abbayay, M. (n.d.). Careerstone. Retrieved from <http://www.careerstonegroup.com/z-media/wp-mentoring.pdf>

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Society of Gastroenterology Nurses and Associates, Inc.
330 North Wabash Avenue, Suite 2000 | Chicago, IL 60611-7621
P: 800/245-7462, In Illinois: 312/321-5165 | F: 312/673-6694

SGNA, 330 N. Wabash Ave., Suite 2000, Chicago, IL 60611

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