

# IACRN Leadership Program Expectations

The purpose of the IACRN Leadership Program is to provide a framework to engage IACRN members, nurture leadership within the organization, and build a viable foundation for future leadership of IACRN. To accomplish this purpose mentors and fellows will be working closely with each other. It is important to have mutual respect for each other and the time each is investing to grow this organization. Below are expectations for the program as well as some ideas to keep you on track during the next 10 months.

## **Mentee Expectations:**

- Schedule and attend monthly check in meetings with your assigned mentor: The purpose of the monthly meetings between the mentor and fellow is to provide an environment of open communication in which to discuss your role as a CRN, engagement in the organization, and discuss monthly topics. Mentor/fellow pairs are expected to meet at least once a month but can meet more frequently if both mentor and leadership fellow agree.

Leadership Fellows will be responsible for scheduling the meetings and making an agenda. Please include the IACRN Leadership liaison on meeting dates and times. Liaisons may join the meeting to gauge progress, answer questions, or simply check in. There is an agenda template provided in the IACRN Leadership Program packet, or you can create an agenda that meets your needs. At a minimum, the agenda should include the monthly self-study topic(s). You may also want to discuss committee participation, engagement in the organization, or other pertinent topics associated with your growth as a leader.

- Complete program assessment surveys: Program assessment surveys include a baseline assessment, interim assessment, and post-program completion assessment to evaluate the impact of this program on IACRN member engagement.
- Review monthly self-study content
- Participate in cohort check in meetings: Interim cohort check in meetings will be organized for additional networking opportunities and to share experiences.
- Attend committee meetings: Each leadership fellow will participate in an ongoing committee project. A committee liaison will coordinate directly with the leadership fellow to facilitate this activity. Leadership fellows will present their project progress at a monthly committee chair meeting
- Attend the annual IACRN conference: The annual IACRN conference is an excellent opportunity for networking and engagement. In addition to unique educational content, committees meet in person during the meeting. Leadership fellows are invited to attend the Leadership Program Completion and Networking Session. (attendance is not required, but highly encouraged)

# Leadership Mentor/Mentee Fellow Dos and Don'ts:

*Adapted from ONC/Lily program*

LEADERSHIP FELLOW DOS	LEADERSHIP FELLOW DON'Ts
➤ Take a proactive role in shaping the relationship.	➤ Ask for advice on everything. Have a purpose in each request.
➤ Understand what you want from the mentoring relationship and communicate your goals, and aspirations to your mentor.	➤ Blame the mentor if his or her advice doesn't work out.
➤ Balance a personal and professional relationship with your mentor.	➤ Expect the mentor to know all the answers.
➤ Set aside time for the mentoring process and keep all scheduled appointments with your mentor.	➤ Commit yourself to obligations you cannot keep.
➤ Put the time with your mentor to the best use. We encourage you come to meetings with your mentor prepared with planned topics.	➤ Cancel meetings/visits with your mentor at the last minute.
➤ Respond in a timely manner to your mentor's feedback.	
➤ Be open and honest with your mentor about your challenges, weaknesses, and goals.	
➤ Be positive.	

LEADERSHIP MENTOR DOS	LEADERSHIP MENTOR DON'Ts
➤ Commit time each month for direct and indirect communication with our assigned mentee fellow.	➤ Try to give advice on everything.
➤ Set aside time for the mentoring process and honor all appointments.	➤ Encourage fellow to be totally dependent upon you.
➤ Invite the fellow to meetings or activities, as appropriate. Be flexible on meeting times and places.	➤ Provide your personal history, problems, animosities, successes, failures, etc. unless they are constructive contributions.
	➤ Commit yourself to obligations you cannot keep.
	➤ Cancel meetings/visits with your mentor at the last minute.
	➤ Be too busy when the fellow needs your friendship or your support. If you do not have time, give the fellow a heads up, so that they know when they can reach you.
	➤ Criticize.

*“I attribute my success to this - I never gave or took any excuse”  
Florence Nightingale*