

## 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 that to have mutual respect for each other and the time invested 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. If at anytime during the program you are unable to meet the program expectations, please contact the program facilitator.

### **Monthly meetings:**

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. Groups 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 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.

### **Mentor and Fellow Dos and Don'ts:**

*Adapted from ONC/Lily program*

#### Fellow DOs

- Take a proactive role in shaping the relationship.
- Understand what you want from the mentoring relationship and communicate your goals and aspirations to your mentor.
- Balance a personal and professional relationship with your mentor.
- Set aside time for the mentoring process and keep all scheduled appointments with your mentor.
- Put the time with your mentor to the best use. We encourage you come to meetings with your mentor prepared with planned topics.
- 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.

**Be humble. Above all, LISTEN.**

### Leadership Fellow DON'Ts

- Ask for advice on everything. Have a purpose in each request.
- Blame the mentor if his or her advice doesn't work out.
- Expect the mentor to know all the answers.
- Commit yourself to obligations you cannot keep.
- Cancel meetings/visits with your mentor at the last minute.

### Mentor DOs

- Commit at least 12 interactions or support per month.
- Set aside time for the mentoring process and honor all appointments.
- Invite the fellow to meetings or activities, as appropriate. Be flexible on meeting times and places.

**Be humble. Above all, LISTEN.**

### Mentor DON'Ts

- Try to give advice on everything.
- Encourage fellow to be totally dependent upon you.
- Provide your personal history, problems, animosities, successes, failures, etc. unless they are constructive contributions.
- 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.