

Mentorship Program Overview

HFMA Wisconsin Chapter



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Mentorship Program



Perhaps you are a new member, new to healthcare, or ready to take your career to the next level and would like to be mentored. Maybe you are a healthcare veteran, finance leader, or looking for a way to give back to your organization and industry by being a mentor. If you would like to have a mentor, or serve as a mentor, join us as part of our chapter mentorship program!



Mentorship Program Overview

NEW Website: <https://www.hfma.org/chapters/region-7/wisconsin/early-careerist.html>

Chapter Goal:

Continue to build our chapter mentorship program for early careerists and members who are new to healthcare.

Get Involved!

Mentees – new members, new to healthcare, or ready to take your career to the next level and would like to be mentored

Mentors – healthcare veterans, finance leaders, or looking for a way to give back to your organization and/or industry by being a mentor

Early Riser Coffee & Conversation:

Meet people, network, connect, and learn more about our mentorship program and how to get started!

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HFMA WI Mentorship Program

Supporting the next generation of healthcare finance professionals.

The goal of HFMA WI chapter Mentorship Program is to help our early careerists or those who are new to healthcare to have a support system to develop and grow in their professional career.

Mentees are paired with mentors based on different factors to help match compatibility.

Once a mentor-mentee pair has been introduced, it will be up to the pair to determine the level and frequency of interaction to sustain their mentoring relationship.

Mentors and Mentoring

By standard definition, a mentor is someone who teaches or gives advice or guidance to another individual.

A traditional mentor is an experienced and trusted professional who offers a young or new healthcare professional the opportunity to enhance their learning experiences in the world outside of their current roles.

The process of mentoring allows the mentee or protégé to build knowledge, skills and abilities while attaining goals for career development.

In turn, the process allows the mentors to enhance their own skills, proficiency and expertise by sharing in the development of other professionals.

Definition of Mentoring

A relationship between two people with the goal of professional and personal development.



Mentor – more experienced professional willing to share expertise with another

Mentee – less experienced professional with desire to learn and exchange ideas

Why Mentoring

- Mentoring is a highly effective, interpersonal process.
- It offers those engaged a professional connection and a partnership for further career growth.
- Individuals learn in an environment of trust.
- Both the mentor and the mentee/protégé are challenged to stretch and grow in their experiences.

Seven E's of Enhancing Potential

- Engage
- Educate
- Equip
- Encourage
- Empower
- Energize
- Elevate

Source: Dungy, T. with Whitaker, N. ,[The Mentor Leader: Secrets to Building People and Teams that Win Consistently](#)
(Carol Stream, IL. Tyndale, 2010)

Key Mentoring Actions

1. Establish goals for the future and develop a plan to achieve them.
2. Identify an experienced partner who can help you find resources, individuals and organizations to support your career development.
3. Learn the informal “rules” of the industry or organization so you can better navigate your path.
4. Build a set of self-management skills, including the ability to overcome potential roadblocks.

Benefits

Mentees

- Gain valuable advice
- Develop knowledge & skills
- Improve communication skills
- Learn new perspectives
- Build your network
- Advance your career

Mentors

- Build leadership skills
- Improve communication skills
- Learn new perspectives
- Advance your career
- Gain personal satisfaction
- Give back

Research Points to the Value of Mentoring

"Research indicates that mentored individuals perform better on the job, advance more rapidly within the organization, and report more job and career satisfaction." - Lillian Eby, Ph.D., professor of applied psychology at the University of Georgia

Carol Vernon, "The Career Value of A Mentor," Associations Now, July 2009,
<http://www.asaecenter.org/Resources/ANowDetail.cfm?ItemNumber=42794>

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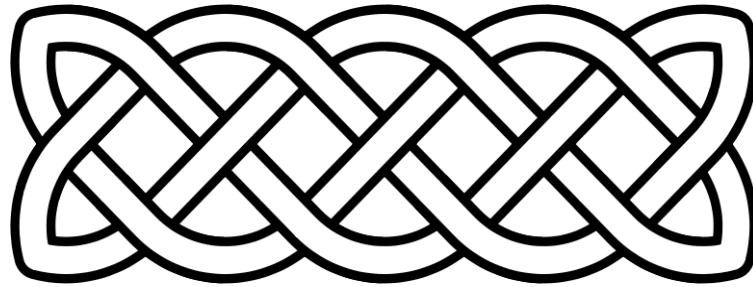
New Challenges Require Self Development



0-035-0212 © Mug Shots / The Stock Market

***“You’ve got to do your own growing,
no matter how tall your grandfather
was.”***

Irish Proverb



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Commitments of a Mentoring Relationship

Commit to leadership: Engage leadership skills - setting goals, practicing active listening, taking risks, and appreciating cultural and generational differences.

Commit to the relationship: Confidential, professional, one-on-one mentoring provides new perspectives and skills for both parties.

Commit the time: Long term development and professional growth take time to build.

Commit the extra effort: Be specific, follow-through, share what you know, and learn from success as well as failure.

Commit to the greater good: Know that our talents and contributions may pay dividends so far down the road that we may never see the outcome.

What Makes a Good Mentorship Relationship?

Qualities of Mentors and Mentees

- **Mentors:**

- Enthusiastic to share knowledge
- Honest and constructive in providing guidance
- Discreet and sensitive to others
- Enthusiastic about learning and the future of the industry
- Available for the mentee
- Genuinely interested in the mentee and committed to their success

- **Mentees:**

- Good listener, who seeks advice and feedback
- Committed to learning and expanding/stretching skills
- Actively communicates, and shares goals and aspirations
- Follows up, and acts on suggestions and opportunities
- Committed to the relationship and appreciative of guidance

Toolkit for Mentors and Mentees

NEW Chapter website: <https://www.hfma.org/chapters/region-7/wisconsin/early-careerist.html>

- [Mentor Application](#)
- [Mentee Application](#)

Documents for Mentor/Mentee Relationship:

- [Early Careerist Mentor Timeline](#)
- [Early Careerist Mentor/Mentee Commitment](#)
- [Early Careerist Mentor/Mentee Goal Setting and Tracking Form](#)

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* First Name

* Last Name

* Email Address

* Phone

* LinkedIn URL

* Title

* Company

* Have you ever been a Mentor before?

* How long have you been in the Healthcare Finance profession?

* Why do you want to be a mentor?

* What roles have you had in healthcare finance? What areas of expertise and professional interests can you share with your mentee?

* What are some developmental areas that you would like to discuss with your mentee?

- Career Planning
- Management Skills
- Interpersonal Skills
- Networking Skills

* What other strengths (bilingual, math skills, relevant volunteer experience, etc.) do you bring to this program?

* Since this is a reciprocal relationship, what do you hope to achieve through this experience?

Finish

* First Name

* Last Name

* Email Address

* Phone

* LinkedIn URL

* Title

* Company

* How long have you been in the Healthcare Finance profession?

* Please list three (3) goals that you would like to reach as a result of a mentor/mentee relationship.

* What career milestones do you want to reach in the next two years? (short term)

* What resources and knowledge do you need to accomplish this goal?

* What characteristics are you looking for in a mentor?

* What are some developmental areas that you would like to discuss with your mentor?

- Career Planning
- Management Skills
- Networking Skills
- Interpersonal Skills

Finish



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Early Careerist Mentor Timeline

January

- Set goals (may begin any time; 1 year)
- *Face-to-Face Meeting or Virtual Winter Event or Mega Conference

February

- Virtual meeting, phone or e-mail

March

- Virtual meeting, phone or e-mail

April

- Virtual meeting, phone or e-mail

May

- *Face-to-Face Meeting or Virtual Annual Conference - Free Attendance

June

- Virtual meeting, phone or e-mail

***Minimum Requirement: Quarterly face-to-face meeting (e.g., at a chapter conference or networking event) or virtual meeting**

July

- Virtual meeting, phone or e-mail

August

- Virtual meeting, phone or e-mail

September

- *Face-to-Face Meeting or Virtual Fall Conference - Free Attendance

October

- Virtual meeting, phone or e-mail

November

- Virtual meeting, phone or e-mail

December

- *Face-to-Face Meeting or Virtual
- Evaluation
- Update Goal Setting/Tracking Form and Forward to Mentorship Committee (to wrap-up program after 1 year):

Kathleen Olewinski: kmo@uwm.edu

Rev.02/21



Early Careerist Mentor/Mentee Commitment

- It is important for both the mentor and mentee to share experiences and observations. It is from this joint effort that the mentor can efficiently share his or her expertise and also enhance his or her own skills.
- This program's success is predicated on a joint communication effort and commitment to confidentiality.
- The mentor and mentee are encouraged to make themselves available for face-to-face meetings on a quarterly basis, which may include chapter events such as networking socials and conferences. Mentors and mentees are also encouraged to maintain contact through phone and/or e-mail between meetings.
- Determine your mutual goals in the initial meeting or connection; a toolkit form is available for individual use.
- The Mentorship Committee will be available for support as needed. Any questions, concerns or comments you may have (mentor or mentee) should be directed to the Committee Chair. At various times, members of the committee may contact you to check-in or to ask for feedback.
- The Mentorship Committee encourages periodic meetings between the mentor and the mentee at chapter educational programs and social events, and committee members will provide an opportunity to share feedback annually as practical.

I have read these statements and agree to be part of the Chapter Mentorship Program. An initial one-year commitment is recommended and can be extended informally upon mutual agreement of the mentor and mentee.

Mentee Printed Name

Mentor Printed Name

Mentee Signature

Mentor Signature

Date

Date

Upon completion, please forward to the Mentorship Committee to activate your participation in the Mentorship Program: Kathleen Olewinski at kmo@uwm.edu

Rev. 05/19

SAMPLE: Early Careerist Mentor/Mentee Goal Setting and Tracking Form

Mentee Name: _____ Mentor Name: _____

S.M.A.R.T. Goals (Suggestion: Start with personal goals, such as developing your personal mission, vision and values.)

S Specific
M Measurable
A Attainable
R Realistic
T Timely

	Goal	Measurement	Status	Comments
1.				
2.				
3.				
4.				
5.				
6.				

Upon completion, please forward to the Mentorship Committee to wrap-up your participation in the Mentorship Program: Kathleen Olewinski at kmo@uwm.edu

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Setting S.M.A.R.T Goals

- Set goals that are specific, measurable, attainable, relevant, and timely.

Examples:

- Take a public speaking class.
- Schedule “get to know you meetings” with two persons who are influential in your field.
- Submit a proposal for an article in your company or association publication.
- Join a LinkedIn group and contribute to online conversations.

Suggestion:

Start with personal goals, such as developing your personal mission, vision, and values statements.

- **Check out this resource for more information:**

- *Mentoring Toolkit*

http://www.hfmawisconsin.com/uploads/5/3/3/0/53303397/4.5_mentoring_tool_kit.pdf

Benefits of Mentorship Program

There are so many reasons why it is beneficial to have a mentor and to be a mentor!



HFMA Mentor Testimonial



“Being a mentor helped me find a way to contribute to the growth and development of the next generation of healthcare leaders. Through reflecting on what I wish I would have known about healthcare leadership at the onset of my career, I am able to encourage young or aspiring leaders to ask the difficult questions, be assertive with their professional development, and pick the healthcare career path that speaks best to their skillset and personal goals.”

- Jesse Sookochoff, MBA, FACHE

HFMA Mentor Testimonial



“HFMA brings health care finance people together. Being a mentor is one way to support the organization and to personally assist a newer member with their career and work goals. Several HFMA members were instrumental in helping me throughout my career and I am happy to now help mentor newer HFMA members.”

– Mark Herder

HFMA Mentor Testimonial



“Although, I am still a newer leader I realized I truly have a lot of insight to offer an early careerist. I decided to become a mentor this year and it is very rewarding because both of us are still learning something. In this role, I have the opportunity to help someone starting out learn about themselves and determine what the next step is in their career plan. These skills will help me hopefully transition easier into a manager role within the next year.”

– Brittany Tillman

HFMA Mentor Testimonial



“Becoming a mentor in HFMA was a very rewarding experience. It was a “pay-it-forward” time to take all the things I’ve learned throughout the years and help my mentee develop and grow. I also found myself reflecting on my career development as the journey is never over. The tools provided by the program put good structure in place to maintain focus throughout the year. Building the future is crucial and there’s nothing more important than the early careerists growing into the next wave of trailblazers.”

– Ryan Holte

HFMA Mentee Testimonial



“I joined the mentoring program to grow my skillset and increase my networking group. My mentor, Ryan, helped me to achieve both of those goals, which better prepared me for my current supervisor role. In my mind, the mentoring program is not just the mentor it is my interactions with the entire chapter. I took every chance I had to interact with the group and discovered what I could learn for each and every member.”

– Brittany Tillman

HFMA Mentee Testimonial



“The mentorship program is providing me a unique opportunity to have a formal mentor that I can use as a sounding board, as well as someone to hold me accountable for my career development goals. The knowledge and experience that I am able to tap into from my partnership with Mark will be critical to my development as a healthcare finance professional, but also as a leader. Big thank you to HFMA Wisconsin for providing this opportunity!”

– Tom Cornell, MBA, CHFP

HFMA Mentee Testimonial



“I am glad I took the leap and decided to join the HFMA WI mentorship program. Having the opportunity to partner with someone from another organization that is similarly highly motivated and involved is invaluable. My mentor has acted as a sounding board, connected me further within the chapter, helped me consider the next step in my career journey, and been a source of inspiration and confidence. We have often remarked that the mentorship is mutual in that we have both learned and grown through the process of being exposed to new perspectives. I highly recommend joining the program as a mentee and hope to be a mentor in the future!”

– Melinda Mastel, MBA

Opportunities

HFMA Wisconsin will support those who want to meet in person at our events by providing discounted or free networking socials and annual meeting registration for active mentors and mentees.



Opportunities to Connect: HFMA WI Events

WOMEN IN HEALTHCARE LEADERSHIP CONFERENCE

Friday, November 10, 2023

(+Pre-Conference Networking Social on Thursday, 11/9/23)

The Ingleside Hotel, Pewaukee, WI

MEGA HEALTHCARE CONFERENCE

January 24-26, 2024

KI Convention Center, Green Bay, WI

HFMA WI SPRING CONFERENCE & ANNUAL MEETING

May 2024



Consider Pairing with a Mentor/Mentee!

- Use this time to network, connect, and start your journey!
- Interested? Apply on our NEW chapter website!

<https://www.hfma.org/chapters/region-7/wisconsin/early-careerist.html>

- Questions?



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Contacts: HFMA Wisconsin Mentorship Program

- Kathleen Olewinski: kmo@uwm.edu
- Nikki Schmidt: Nicole.Schmidt2@aah.org

HFMA WI Webpage:

<https://www.hfma.org/chapters/region-7/wisconsin/early-careerist.html>

