MENTORSHIP PROGRAM

DEVELOPMENT OF THE GUIDE WAS FUNDED BY A GRANT FROM THE NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS (NACCHO), WITH SUPPORT FROM THE CENTERS FOR DISEASE CONTROL AND PREVENTION

What is the MHOA Mentorship Program?

- The MHOA Mentorship Program was developed to foster the growth and development of local public health professionals by providing guidance, knowledge, and perspective from someone who has walked a similar path.
- The mentorship program is meant to support new and current professionals interested in local public health, it is not a training program as Massachusetts has training programs in place for that.
- Mentorship is a valuable and essential component of personal and professional growth. It is a professional relationship between two individuals built on trust and respect.

Process for MHOA Mentorship Program Development

MHOA received a grant from the National Association of County and City Health Officials (NACCHO) with the support from the Center for Disease Control and Prevention in 2022 to fund MHOA Mentorship Guide.

In 2023, the guide was developed with the help of a consultant BME, MHOA staff, the Mentorship Committee, and a Steering Committee that were made up of health department staff who also supported the development of the pilot program.

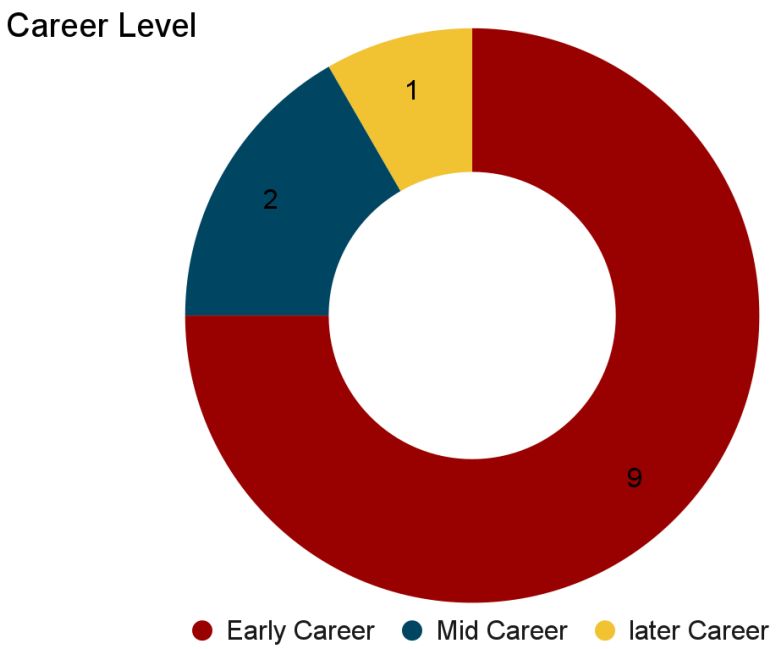
- The Mentorship Guide was intentionally designed as a flexible resource that can adapt to the evolving needs and future direction of the program.
- It provides an overview of mentorship, including the benefits of serving as a mentor or mentee, program goals, the stages of a formal mentoring relationship, the application and matching process, participant expectations outlined in the Mentor/Mentee Agreement, the goal-setting framework, program checkpoints and schedule, and suggested discussion topics to support meaningful mentor-mentee engagement.

Pilot Year

- The pilot program officially launched in Fall of 2023 with 6 mentors and 9 mentees.
- Mentees applied for the program and were individuals with less than 2 years of local public health experience (early career).
- Mentors applied and were assigned 2-3 mentees for the first year.
- Our mentorship chairs paired participants based geography and title.

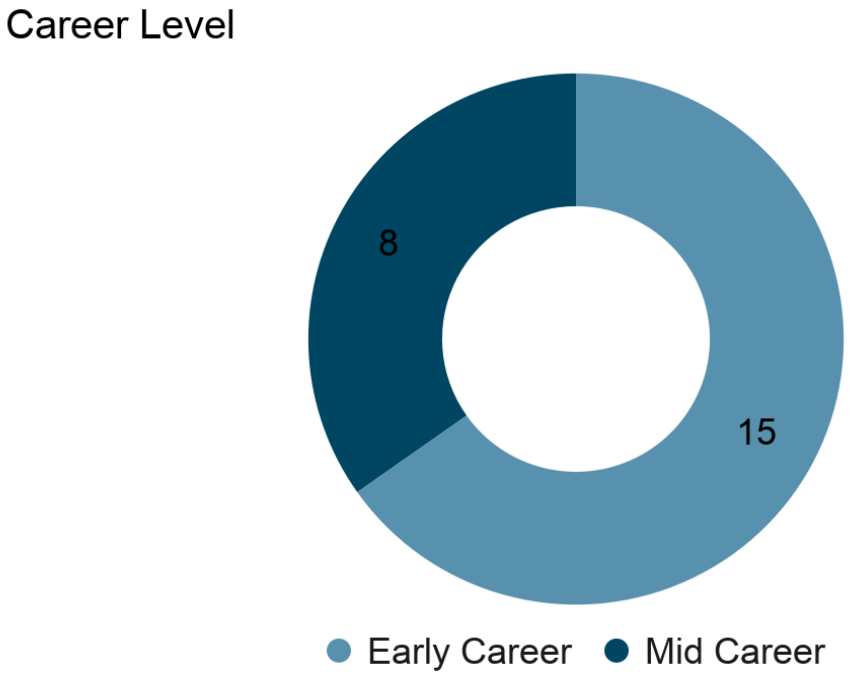
Year 2

- Total of 12 mentee/mentor matches
  - Initially had 14 mentees, two had to drop out of the program due to career changes/lack of time to commit.
- Length of program: 9 months
- This year, the program expanded by broadening the mentee cohort to public health professionals in any stage of their career who are looking to grow in their career.
- MHOA provided the opportunity for 1 on 1 meetings to discuss any concerns or questions



Year 3

- Total of 23 mentee/mentor matches.
  - Total of 46 participants
- Length of program: 9 months.
- This year, the program expanded by broadening the mentee cohort to public health professionals not currently working in public health but actively searching for a job in local public health.
- MHOA implemented mentee interviews based on last year's feedback to understand what mentees are looking for and ensure mentees have the time to meet at least once a month.
  - Requirement for the program is to meet *at least* once a month.
- We are currently in the process to incorporate students into the mentorship program.



Lessons Learned

- Geographical challenges were a hindrance to some mentor-mentee pairs
- More communication and check-ins from MHOA needed
- Challenge for pairs with finding time to meet virtually or in-person
- Meeting together worked best if the mentors-mentees had something regularly scheduled on calendar
- Meeting as a whole group, in-person did not work, distance was a challenge

2027 Mentorship Program Timeline

January
Program begins & Orientation

February
Meet with mentor/mentee

March
Checkpoint Survey #1
In-person Quarterly Meeting

April
Meet with mentor/mentee

May
Meet with mentor/mentee
In-person Quarterly Meeting

June
Checkpoint Survey #2

Checkpoint Survey #3

July
Meet with mentor/mentee

August
End of program event

How to Apply

- **Mentees:**
  - Mentee applications are currently open and will close on November 13th.
  - When you apply, you will be prompted to schedule a 10 minute conversation with MHOA.
- **Mentors:**
  - Individuals interested in being a mentor will fill out a short application and MHOA staff will reach out in December to notify you if you have been selected and notify you of your pairing.

Matching Process

- Once applications are closed, MHOA meets with the Mentorship committee to discuss pairings.
- Our priority is to match individuals with mentors who have years of experience related to what the mentee is looking for in regards to growth.
- Our goal is to try to match individuals geographically near each other to allow for the opportunity to meet in person.
  - Not always possible, but is an important factor to our process.
  - We currently (and in the past) have matches who are not close but meet virtually.
- When we are struggling to find a mentor, we meet with staff members/officers who support finding a match.

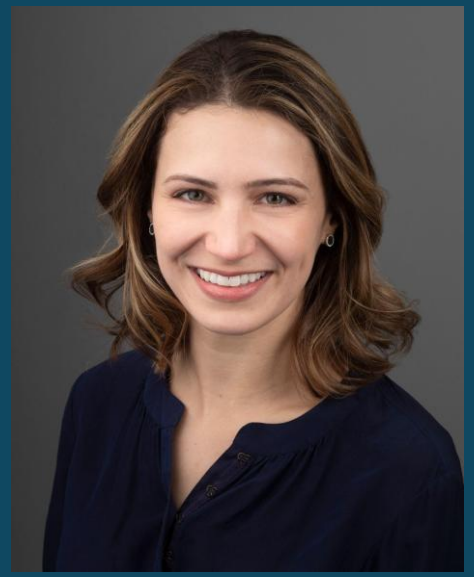
Checkpoint Survey

- **1st Checkpoint Survey**
  - Purpose is to focus on initial progress of the mentorship relationship and if goals and objectives are established.
- **2nd Checkpoint**
  - Evaluate the progress made toward achieving the goals and objective.
- **3rd & Final Checkpoint Survey**
  - Assess the overall impact and effectiveness of the mentorship program and evaluate whether the goals and objectives have been met.
  - Gather feedback from participants on the strengths and weaknesses on the program.

Mentorship Program Guide

For more information on the program and to view the guide please visit mentorship.mhoa.com or scan the qr code below

Panel Discussion













Interested in Participating?

Mentee Application

Mentor Application

***Application deadline**: November 13th*

visit mentorship.mhoa.com