

# Why Be a Mentee and What You Can Expect?



**Being a mentee in the Lighthouse Leadership Program (LLP) can be an excellent opportunity to expand your professional network, learn industry insights, and sharpen your networking and leadership skills.** Engaging with seasoned EMS leaders through this mentorship program offers the opportunity to connect on common ground with committed EMS leaders who get to know you and who will share an interest with you in your long-term success. Your assigned mentor can advise and act as a confidential “sounding board” for your EMS career development.

Being a “mentee” can be an excellent time of self-discovery of new skills and can provide an opportunity to build more confidence as you move into a leadership position in a wide range of EMS disciplines: administration, operations, communications, education, quality improvement, revenue cycle management, and much more. By challenging yourself to seek your own answers, you may gain insights and independence in your chosen career path.

As a mentee, you can expect to connect with a senior EMS leader recognized in their field. Working with your mentor, you will have the opportunity to shape and self-direct your mentorship experience. You will also have access to the Lighthouse Leadership Committee, and the NAEMT staff who have helped develop this unique program.

The LLP can provide you with valuable advice on career paths as well as personal and career growth and development planning. It is all about what you want to make of it! The LLP provides you with the opportunity to work independently with your mentor, who can offer honest insights, guidance, and valuable EMS career-building information throughout the program.



You and your mentor will determine the specific parameters of your relationship, which can be tailored to the needs of you both.

## **Mentee Requirements**

- 1.** Must be a certified EMS practitioner at the EMT level or higher.
- 2.** Have at least five (5) years of experience in EMS.
- 3.** Submission of the application.
- 4.** Proof of active engagement (active volunteer or employee) in the EMS field.
- 5.** Availability to participate throughout the length of the program, including orientation and mandatory educational leadership workshops (5 sessions) and one (1) elective.
- 6.** Successful completion of a Capstone Project developed by the mentee and oversight by your mentor.
- 7.** Strongly encourage attendance at the EMS Expo/NAEMT Annual Meeting. Funding opportunities may be available if needed.
- 8.** Strongly encourage participation in optional education/training/discussion opportunities offered through this program.

## **Mentee Guidelines**

Responsibilities as a mentee include:

- 1.** Willingness to do your best to interact with your mentor with professionalism, being cautious of his/her time, and come to sessions prepared.
- 2.** Commitment to developing a professional relationship of trust and respect on subjects related to EMS leadership.
- 3.** Actively participate in the LLP orientation program.
- 4.** Commitment to meet with your mentor regularly to receive mentoring.
- 5.** Inform the LLP Committee Chair of any issues that may occur during the mentoring process.
- 6.** Notify the LLP Committee Chair about termination of the program if termination will occur prior to the designated termination date.
- 7.** Complete program evaluations and provide constructive feedback when requested

## Mentee Matching Process

The matching process for a mentee will include the following steps:

### 1 APPLICATION

The prospective mentee will complete an NAEMT Lighthouse Leadership Mentee Application Form and submit it. The form will be reviewed for completeness and minimum eligibility requirements by NAEMT Staff. Applications will include questions to help establish the most productive, goal-focused mentor-mentee relationship. Questions include:

- Applicant's professional background
- Applicant's professional areas of interest
- Applicant's short and long-term professional goals

Applicants with a complete NAEMT Lighthouse Leadership Mentee Application Form meeting minimum eligibility requirements will move to the interview stage of the intake process.

### 2 INTERVIEW

Applicants will be scheduled for an in-person or video-conference style interview with two current Lighthouse Leadership Committee Members. A current mentor, may also be added to the interview panel. The interview will include questions to encompass the following general areas of information A description of yourself as the applicant.

- A description of your current job.
- Your short or long-term academic goals.
- Your short or long-term professional goals.
- Why are you interested in the Lighthouse Leadership Mentorship Program?
- What are you looking for in a mentor?

Applicant specific questions will be added as appropriate. Lighthouse Leadership Interviewers will grade responses using a Likert scale.



### 3 SELECTION AND MENTOR ASSIGNMENT

Matching of mentee to mentor may be based on factors including:

- The number of mentee applicants meeting minimum eligibility requirements.
- The number of currently available mentors.
- Alignment of mentor professional background and subject matter expertise with mentee goals.

Mentees will be provided a commitment letter outlining the Lighthouse Leadership Mentorship Program requirements, process, timeline, etc. All participating mentees will be required to sign and submit the commitment letter.



### 4 ORIENTATION AND ON-BOARDING

Upon assignment of mentee and mentor, the mentor will schedule an initial meeting before orientation to introduce oneself and establish one-on-one meetings. This meeting will establish details of the program, including:

- Reiterate the key "rules of the road" for the program.
- Further, define the parameters of the mentor-mentee relationship.
- Refine the summative goals of the program.
- Establish contact(s) and methods to express questions or concerns about the program.
- Clarify the timetable and benchmarks of the program.
- Clarify the needs, expectations, and limitations of the mentor, mentee, and the program itself.
- Explain tools and methods the mentor may use through the process.
- Answer any questions the mentor or mentee may have about the program.
- Final advice regarding the mentee mindset and attitudes that will help lead to success.
- Possible initial assignments and objectives to be completed prior to next (first official) mentor-mentee "check-in."