

INTERNATIONAL MEDICAL AND DENTAL  
HYPNOTHERAPY ASSOCIATION<sup>®</sup>  
MENTORING PROGRAM

Mentoring Program  
Participant Manual

THE GOAL OF MENTORING

The goal of the IMDHA Mentoring Program is to assist certified hypnotherapists to increase achievement, personal development, business development and understanding of theory and practice of hypnotic technique in adjusting to a career in hypnotherapy.

What is Mentoring?

Mentoring is the process by which a person, perhaps of special achievement, offers guidance and instruction to facilitate the personal, intellectual and/or career development of persons identified as mentees or protégés.

## THE REWARDS OF BEING A MENTEE

- Stimulation of ideas
- Establishment of lasting friendships
- Personal satisfaction
- Professional satisfaction
- Development of calculated risk-taking behaviors
- Development of unstructured and open thought process
- Sharpened listening skills
- Increased respect from and for others
- Establishment of better working relationships
- Higher standards created and set for oneself
- Development of leadership skills
- Sharing of mutual interests
- Personal challenges to grow
- Building of good network of support and interest
- Development of new practice concepts
- Knowledge that you make a difference

## A MENTOR IS NOT

- A parent
- A professional counselor (although that may be their profession)
- A social worker (although that may be their profession)
- A financier
- A playmate
- A Mentor Should Not:
  - Break promises
  - Condone negative behavior or attitudes
  - Talk down to mentees
  - Force the mentee into anything
  - Be inconsistent
  - Become a crutch
  - Cause friction between mentees
  - Break confidentiality (except in cases of potential harm to mentee or others)

## MYTHS ASSOCIATED WITH MENTORING

- You need a toga. (Gone are the days of protégés sitting at the feet of the wise one; you NEVER know who might be a powerful learning influence.)
- Mentoring Only Happens on a one-to-one, long term, face-to-face basis. (With modern technology mentoring can take place by e-mail, telephone or fax and may need only a few hours over the long term.)
- Taking time to mentor decreases productivity. (Mentoring improves productivity through better communication, goal clarity, increased commitment and success planning.)
- A mentor needs to be older than those they mentor. (Innovations happen so rapidly or personal experience is such a great teacher that younger people often have opportunities to mentor older people. Peers are effective mentors!)
- Mentoring is a rare experience and only occurs for a few great people. (Informal mentoring is probably the most frequent method of transmitting knowledge and wisdom in society. Virtually everyone has experienced it in some way.)
- Mentoring requires a great time commitment that most people can't afford. (Being mentored does not guarantee career advancement, but it does significantly increase learning, accelerating opportunities. In this way most people can't afford NOT to become involved with mentoring.)
- Effective mentoring can take place just by matching an experienced person with a novice. (Matching without reason jeopardizes the value of mentoring. IMDHA within the limitations of location assign members to local mentors and yet will assign mentees to be distance mentored if specific requests or needs are known.)
- People who have poor attitudes, minimal work habits or few skills do not need mentors. (Many successful people started this way, but virtually all of them needed an experienced mentor that guided them, listened to them and respected them.)
- The person being mentored is the only person who benefits from the relationship. (For a mentor to be effective all parties must perceive benefits; this is the principle of mutuality.)
- The best mentors are those who set out to be mentors. (The majority of mentoring occurs without conscious knowledge of either party, but it does help to cultivate key mentor attitudes and behaviors.)

# REFERRAL STRATEGIES

Many times a mentor may not be able to assist a mentee for various reasons. They will not hesitate to make an appropriate referral to another advisor or mentor within the IMDHA. In the same token a Mentee may feel they require a referral for various reasons. The mentee should feel confident in requesting such a referral.

## WHEN TO SEEK A REFERRAL

- If a mentees problem, behavior or situation makes mentor feel ill-equipped, uncomfortable, helpless or afraid.
- If you find yourself attracted to the mentor.
- If you feel your mentor is not supportive.
- If the mentor repeatedly misses meetings or arranged contact, arrives late or is not an active participant in meetings and contact.
- If the mentor is attracted to the mentee. (i.e. flirting during meetings or contacts)
- If there are other issues which cause rise to concern on your part as a mentee.

## WHERE TO REFER

- |   |  |
|---|--|
| • <b>IMDHA Mentoring Program Chairman</b> | <b>Patricia &amp; James Sievert, CHT</b>   |
| ○ (440) 532-0217                          | <a href="mailto:imdhapeermentor@sbcglobal.net">imdhapeermentor@sbcglobal.net</a> |
| • <b>IMDHA CEO</b>                        | <b>Robert Otto</b>   |
| ○ (570) 869-1021                          | <a href="mailto:rfotto@epic.net">rfotto@epic.net</a>                             |
| • <b>IMDHA Executive Director</b>         | <b>Linda Otto</b>  |
| ○ (570) 869-1021                          | <a href="mailto:info@imdha.com">info@imdha.com</a>                               |

**Other IMDHA Mentors are listed on the Mentoring Web Page at <http://www.imdha.com/mentorRegistration.php> should you wish to locate contact information for others within the organization.**

## **TIPS FOR MAKING INITIAL CONTACT WITH MENTEES**

- Identify yourself properly.
- Express yourself clearly.
- Listen carefully to what your mentor has to say.
- Establish rapport with your mentor.
- Ask your mentor of how and when you will be making contact with him/her and any specifics that you need to know.
- Be courteous throughout all contact and conversation making certain to thank the mentor for his/her time.

### **MAKE SURE TO REMEMBER:**

- Leave messages if mentor is not in when you call, Whether or not you need a return call. Just let them know you are making contact. Leave message to have mentor return your call if necessary.
- It is not advisable to discuss mentoring issues with others who may answer the phone. Remember specific mentoring issues may be private and should be regarded as confidential and privileged information.