

INTERNATIONAL MEDICAL AND DENTAL  
HYPNOTHERAPY ASSOCIATION®  
MENTORING PROGRAM

Mentor 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.

[www.imdha.com/mentorRegistration.php](http://www.imdha.com/mentorRegistration.php)

## THE REWARDS OF BEING A MENTOR

- 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 or being a mentor 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 a 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. Do not hesitate to make an appropriate referral to another advisor or mentor within the IMDHA.

## WHEN TO REFER

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

## WHERE TO REFER

- |   |  |
|---|--|
| • <b>IMDHA Mentoring Program Chairmen</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>                               |

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

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

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

- Leave messages if mentee is not in when you call, Whether or not you need a return call. Just let them know you are thinking of them. Leave message to have mentee to 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.