



# ASPAN

## ASPAN Emerging Leaders Program Resource Manual

### I. Purpose of Program

The purpose of the American Society of PeriAnesthesia Nurses (ASPAN) **Emerging Leaders Program** is to promote opportunities for nurses interested in enhancing their leadership skills and exploring more of a role in their component (local level) or in ASPAN (national level). This can be accomplished in a number of ways from informal questions, answers and advice to more formal mentoring as with this program. Members of the Emerging Leaders SWT will support and mentor you in a variety of ways so that you can meet your professional goals. Additionally, representatives from ASPAN, component leadership, committee chairs, Board members as well as committee members familiar with research, publishing, clinical practice, marketing, education or specialty practice groups will be identified, and are available to ensure your success.

The program focuses on the importance of establishing, developing and strengthening a mentoring relationship between a leader and an interested, motivated member who aspires to a leadership role or position. Members representing a variety of educational qualifications, assorted practice experiences, divergent generations and all cultural backgrounds are invited to participate. The **ASPAN Emerging Leaders Program** extends an open invitation to members to grow professionally and emerge as tomorrow's perianesthesia nursing leaders.

By providing a forum for ideas and matching individuals with dedicated and supportive role models, components and ASPAN assure viable organizational growth and successful future succession planning.

## II. People and Resources

ASPAN Emerging Leaders Strategic Work Team (SWT): The coordinator of this SWT is appointed by the ASPAN President. The members of this SWT volunteer to be mentors in this program. The ASPAN website lists all current ASPAN Board of Directors, Committee, Strategic Work Team members, special function groups, the ASPAN organizational chart, component leaders, and National office staff.

ASPAN national volunteers have completed a Willingness to Serve (WTS) form that is due by October 31 each year. ASPAN's vice president/president-elect assigns members to the various opportunities listed on this form who will serve during his or her year as president.

### LINKS:

[Leadership Inquiry](#)

[Willingness to Serve \(WTS\) Form](#)

[National Office Staff](#)

[ASPAN Past Presidents](#)

### III. Characteristics of Mentoring Environment

- Non-judgmental acceptance of the mentee
- Providing advocacy
- Demonstration of leadership
- Exhibiting and maintaining patience and loyalty
- Belief in the mentoring process is embraced by all members of the team or group
- Dynamic, ever-changing and flexible
- Empowerment factor - mentor is able to effectively function in role
- Timeless - either spontaneous mentoring moments or ongoing, supportive guidance
- Matched chemistry that makes for an effective interactive relationship
- Balanced - one that permits growth, avoids over dependence and recognizes when goals have been achieved
- Creative - has the ability to keep connections alive through technology
- Themes - reflection-insight, guidance-support, and teaching-learning
- “Mentorship” cannot be seen or touched - it is simply a powerful, enriching experience that can be best described by those who choose to experience it

## IV. Responsibilities, Roles, Values/ Behaviors

### MENTORS

#### Responsibilities of Mentors:

- Respond to contact from mentee within seven business days
- Develop a mutually agreed upon plan for communication (e.g., frequency and method)
- Develop a personal, beneficial relationship
- Promote and nurture partnerships, taking care not to foster “over dependence”
- Give information, advice, guidance and emotional support unconditionally
- Facilitate upward mobility (sponsoring)
- Celebrate successes with enthusiasm and pride
- Provide support in expressed area of interest (coaching) with mutually established expectations
- Instill professionalism, adherence to policies and demonstrate ethical behaviors (role modeling)
- Assist in professional development by establishing a plan, with follow up to include feedback, ideas, possible assignments and debriefings over time
- Make personal contact if the opportunity arises where you will both be present at an educational seminar
- Realize that an ASPAN contact is always available to help you and suggest ideas
- Stay focused on the mentee’s goals

#### Roles of Mentors:

- Inspiration Role: role model the fact that each of us has something to share and to receive from one another
- Nurturing Role: watching the seeds grow and bloom under the proper conditions
- Mirroring Role: reflecting back the truth of the situation or person
- Clarifying Role: bring possibilities and new potential into focus
- Ritual Role: sharing in a mutual source of encouragement and gratification for all
- Supportive Role: provide coaching as necessary to inspire professionalism both personally and professionally

#### Values/Behaviors of Mentors:

- Positive attitude and outlook
- Caring, accepting approach towards others
- Savvy insider, seasoned veteran, experienced leader and exemplary professional
- Great communicator, expert listener
- Compatible with others, flexible and patient
- Trusted and respected contributor to ASPAN’s Core Ideology (purpose, values, value discipline and envisioned future)
- Promoter of lifelong learning with an insatiable curiosity
- Lover of people
- Possess a sense of humor

[Apply to become a mentor: Mentor Application](#)

## MENTEES

### **Responsibility of Mentees:**

- Identify goals and create plans to reach those goals
- Communicate with the mentor when appropriate
- Take the initiative to explore resources suggested by the mentor
- Be willing to ask questions, express concerns, take advantage of opportunities
- Seek guidance from but not dependence on, the mentor

### **Roles of the Mentee**

- Active participant
- Team player
- Willing learner

### **Values/Behaviors of the Mentee:**

- Exhibit a positive attitude and outlook
- Willing to spend time and energy developing a plan and working towards a goal(s)
- Eager to learn and explore leadership skills
- Willing to accept guidance and support from a mentor-be coachable
- Willing to be transparent in thoughts and feelings as skill development progresses
- Focused on success

**[Apply to become a mentee: Mentee Application](#)**

## **V. Expected Benefits and Outcomes of Mentoring Experience**

### **For Mentors**

- Opportunity to sharpen interpersonal and advocacy skills
- Validation of personal and professional values
- Increased power from mentee's loyalty and performance
- Satisfaction received from giving "something" back to your organization
- May receive organizational recognition for efforts
- Chance to stay abreast of issues at grassroots and national levels
- Enhanced esprit de corps (team spirit)
- Potential assistance with projects, research or other initiatives
- Increased professional visibility and exposure

### **For Mentees**

- Skills development, knowledge
- Validation of personal and professional values
- Cultivation of leadership behavior- increased self-confidence and development of clearer professional identity
- Caring environment with positive feedback
- Enhanced performance-mentee performs above and beyond mentor
- Gratifying experience from powerful generative impact
- Increased retention of members and future leaders
- Ultimately results in effective succession planning

## **VI. Opportunities for Growth and Advancement**

### **Representative Assembly (RA) and ASPAN Board of Directors (BOD) Meeting**

The pre-conference BOD meeting takes place on Saturday before conference officially starts.

The post-conference takes place on Friday morning after conference has ended.

The RA takes place on Sunday during conference with the informal session taking place in the morning, followed by the formal session in the afternoon. All of these offerings are open to any ASPAN member. They are wonderful opportunities to view first hand our leaders at work, taking care of official business and setting the direction for the year ahead. The RA is not only an acknowledgment of the past year's successes, but also a forum in which to get familiar with current issues, policies and upcoming events and programs.

### **National Conference: Moderator/Hostess**

Your mentor can advise you about the commitment and responsibilities involved in being a session hostess or moderator. It is another chance to learn by doing; your mentor can contact the ASPAN member in charge of these activities and get you activated to either one or both roles right away.

### **Component and/or ASPAN Involvement**

There are multiple opportunities to become involved at both the component and national level. A member of the Emerging Leaders SWT can review with you the ASPAN organizational chart and the many ways that you can achieve your goals. We will also give you contact information regarding your local component and put you in touch with the leadership team locally.

## VII. Bibliography

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