Northwestern University
NUCATS
Clinical and Translational Sciences Institute

# NUCATS Mentor Development Series: Cultivating Effective Mentoring Skills

# FAQ

## REGISTRATION & MYHR LEARN

1. **Will you register me for the workshop?**
   - No. Each participant must register for the workshop themself by following the **registration guide here.**
   - If you still have questions after reviewing the guide, please contact Morgan Polli.

2. **Can my admin/assistant register on my behalf?**
   - Since the MyHR Learn system is connected to your NetID and personal account, all faculty members must register for themselves. There is no option for the attendee information to be changed, it is automatically populated.

3. **I receive an error message when I try to access the MyHR Learn registration. What should I do?**
   - MyHR Learn is a NU system. If you are NM, Lurie, etc., please make sure to login using your NU credentials.
   - If you are NU and still having issues, please close out of MyHR entirely and re-open in a different browser.
     - Errors typically occur when using Microsoft Edge. Please use a different browser (Chrome, Firefox, etc.)
   - If you continue to have issues after trying the above, please contact Morgan Polli.

4. **I am on the waitlist for a workshop. What can I expect?**
   - Each session is capped at 42 participants. If a session is at-capacity when you register, you will be added to the waitlist. If/when someone drops from the workshop, you will be notified that a spot is now available. You must log into MyHR Learn to accept the spot. Navigating Waitlist Guide Here.
   - Please ensure that there is a tentative hold in your calendar when you are waitlisted and a confirmed calendar hold if/when a spot is accepted by you.

5. **I can no longer attend a workshop that I registered for. What should I do?**
   - If you can no longer attend, you must drop the workshop within MyHR Learn. (See drop instructions here on how to drop a workshop.)
     - **It is important that you complete this step** so that the spot can be offered to the next person on the waitlist.
     - **NOTE**: You will need to manually remove the Outlook calendar hold(s) when you drop. The system will not automatically clear the calendar hold.

6. **I use my NM or Lurie email address, can I receive the MyHR Learn notifications there?**
   - Unfortunately, the MyHR Learn system works only with @northwestern.edu email addresses only. Please make sure to check your NU email for updates regarding the NUCATS Mentor Development Series, including your initial confirmation emails and calendar invites.

## WORKSHOP INFORMATION & CERTIFICATE REQUIREMENTS

7. **How many workshops have I attended? Which workshops do I still need for the certificate?**
    - There is a delay in historical data being uploaded to the MyHR Learn system. If you attended one or more NUCATS workshops in the past, the status shown in MyHR Learn is currently inaccurate.
        - If you have questions regarding your progress toward the certificate, please email Morgan Polli and she will provide you with a PDF that provides your current status.

8. **Are the workshops in-person only? Are the sessions recorded?**
    - All NUCATS mentoring workshops will take place in-person only. MyHR Learn is only used for workshop *registration.*
        - The workshops are not recorded or offered virtually.

9. **I'm unable to attend one of the required sessions this year, what are my options?**
    - If your schedule does not allow you to attend the NUCATS required session(s), you have the option to attend a comparable workshop in the Advancing Mentoring Excellence Program through the Office of the Provost for credit.
        - See comparable *required* workshops below and email Joan Johnson if you are interested in attending an Advancing Mentoring Excellence workshop.
        - See more information about the NUCATS and Provost Office workshops in the next section.

| NUCATS Mentor Development Series -Comparable Required Session | Advancing Mentoring Excellence (Provost Office) – Comparable Required Session | Mentoring Excellence Workshop - Location | Mentoring Excellence Office Workshop Dates |
|---|---|---|---|
| *Establishing and Aligning Expectations* | Session 1 - *Aligning Expectations and Effective Communication* | Chicago | **Friday Oct. 23, 2026** 10:00 – 11:30 am |
| *Establishing and Aligning Expectations* | Session 1 - *Aligning Expectations and Effective Communication* | Evanston | **Friday Oct. 2, 2026** 12:00 – 1:30 pm |
| *Mentoring Across Differences* | Session 4 - *Mentoring Across Differences* | Chicago | **Thursday, March 4, 2027** 3:00 – 4:30 pm |
| *Mentoring Across Differences* | Session 4 – *Mentoring Across Differences* | Evanston | **Friday, Feb. 26, 2027** 12:00 – 1:30 pm |
| *Articulating your Mentoring Philosophy and Plan* | Session 5 - *Defining and Articulating your Mentoring Philosophy and Plan* | Chicago | **Monday, April 12, 2027** 9:00 – 10:30 am |
| *Articulating your Mentoring Philosophy and Plan* | Session 5 - *Defining and Articulating your Mentoring Philosophy and Plan* | Evanston | **Wednesday, April 7, 2027** 12:00 – 1:30 pm |

10. **I attended one of the required sessions through the Advancing Mentoring Excellence Program (mentioned above), now what?**
    - Please inform Morgan Polli of the workshop date and time that you attended and she will make sure you receive credit.

11. **I see "Print Certificate" in MyHR Learn, is that my Mentor Training Certificate?**
    - No. This is produced automatically in the system and is not your Mentor Training Certificate. Please ignore. Once all requirements for the certificate are met, Morgan will direct you to your NUCATS Mentor Training Certificate.

12. **I note that different surveys are required for the Mentor Training Certificate Program. How will I receive these?**
    - All surveys will be emailed to you through REDCap.
        - **Baseline Survey** – if you have not completed this survey in the past, we ask you complete this prior to attending your first workshop. You will likely receive this survey in the weeks leading up to your first workshop.
        - **Post-Workshop Surveys** – if you are pursuing the certificate, you are required to complete the post-workshop survey for each workshop you attend to receive credit. Morgan will email the survey within 24 hours of the workshop. We ask that you please complete the survey within 7 days.
        - **End of Program survey** – once you have attended all workshops for the certificate, you will be sent the End of Program survey. Completion of this survey will be your final task before receiving your certificate.

13. **I attended today's workshop, but I do not see the post-workshop evaluation in my inbox. What should I do?**
    - Please email Morgan Polli ASAP. REDCap emails sometimes go to "junk" folders or we have a different email on file.

## MENTOR TRAINING PROGRAMS & NIH REQUIREMENT

14. **Can I receive both a *NUCATS* Mentor Certificate and a *Provost's Mentoring Excellence* Mentor Certificate? Can I mix-and-match workshops between the two programs?**
    - Because of the extensive interest in these mentoring programs, we encourage you to select **one** program to pursue. Some exceptions can be made (i.e., unable to attend a required workshop date, etc.). However, it is preferred that you stick with the workshops of one program.
    - Once you have completed requirements for either program, we ask that you consider waiting to attend any future NUCATS sessions until subsequent years as we are attempting to provide opportunities for faculty who have not yet received mentor training.

15. **Should I participate in the NUCATS program or the Provost Office program? Do both programs meet the NIH Mentoring Requirement?**
    - If your mentoring focus is primarily on early career faculty within the medical school, we encourage you to take the NUCATS Mentor Training Certificate Program.
    - If you are primarily engaged in training predoctoral and postdoctoral/residency level mentees, we recommend you participate in the Provost's Advancing Mentoring Excellence Program as the content will be more directly relevant to your mentoring.
    - Yes. Certificates from both Mentor Training Programs meet the NIH requirement.

16. **I am on a training grant and I need to fulfill the NIH Training Grant requirement ASAP – is there priority placed for registration or attendance?**
    - The NUCATS Mentor Development series operates on a first-come-first-served basis and does **not** give priority to particular attendees based on their participation in training grants. We do, however, understand the need to meet this requirement in a timely manner. If the NUCATS workshops are at capacity, please explore the Provost's Mentoring Excellence Program mentioned above.