Getting The Most Out of Your Experience

Mentoring should help you with your professional and academic goals.
Here are tips to enhance your experience!

Do they have time?

- Regular interactions are critical to the establishment of relationships.

Are your expectations for frequency, length, and focus of meetings aligned with theirs?

- Will vary depending on your goals & focus of relationship.
- Long-term career goals might involve one, one hour session per week.
- Clinical or research laboratory settings: Brief, frequent interactions may be most appropriate.

Are they able to focus on your needs?

- Should not promote their own agenda.
- Should promote mentee career and self-sufficiency (Don't give advice or talk about themselves).

***Can they meet your specific needs and goals*?**

- Know your goals/choose a mentor who you think could meet those goals.
- Different mentors for different functions.
- Instrumental: Professional and career goals, scientific guidance, advocacy, sponsorship for committees/opportunities.
- Psychosocial function: Emotional support and advice about interactions with colleague.

More than one mentor is likely to be more effective*: *Build a Team

- No one mentor can do everything. Consider adding mentors for specific function.

CONSIDERATIONS FOR THE FIRST MEETING

Focus on Your Needs and Interests

- Create a draft of your career goals and objectives
- Discuss goals and needs with your potential mentor
- Provide a draft of goal and supporting materials prior to meeting

Identify Your Goals and Needs before the meeting & discuss alignment during the meeting

- Identify your goals, needs, and expectations for mentorship
- Discuss these goals, needs and expectations with mentor
- Ask mentor what they expect from you and make sure you agree on goals
- Be flexible and willing to alter your expectations and change plans
- Meeting times, agenda, ways to organize materials, handling conflicts

POTENTIAL TOPICS TO DISCUSS: DEPENDS ON YOUR TRACK AND GOALS

Professional/Career Goals and Challenges	Research	Leadership Pathways	Clinical Work
•Tenure and promotion process and how to meet guidelines •Career aspiration and pathways for the future •Setting professional goals and progress •Time management strategies •Work/Life balance	•Research ideas, feedback on papers, & feedback on grants •Participation in relevant organizations and conferences •Content-specific guidance •Resource needs: Research Support	•Leadership goals •Leadership opportunities •Networking contacts both internal and external to the organziation •Improving specific skills needed to move up the leadership pathway	•Clinical input & supervision •Managing medical record keeping •Meeting specific clinical trainings goals •Training in skills arrangements

PROFESSIONAL TASKS

1. Develop clear, agreed-upon career goals and plans to achieve them:
    - Objectives
    - Strategies for achieving them
    - Specific deliverables
    - Timelines
2. Discuss and agree on rules regarding meeting:
    - Frequency
    - Agenda
    - Deliverables
3. Discuss and agree on roles for each mentor; when there is more than one mentor; when there is more than one mentor and whether technical or psychosocial functions are the focus.
4. Establish accountability and oversight for mentor and mentee when formal assignment is made.
5. Agree on communications.
    - Mechanisms
    - Frequency
    - Style
6. Measure progress with timelines.
7. Provide constructive feedback.
8. Create an environment of trust and open communication.