Meeting Structure

First Meeting: Get acquainted by sharing about yourselves (background, needs, and current role). Set a minimum of 2-3 goals/objectives using the Mentoring Session Worksheet. Set meetings and discuss communication preferences. Discuss reasons for participating and any concerns.

Subsequent Meetings: Discuss mentee experience since last meeting. Review progress towards goals/objectives. Share ideas, stories, network, and experiences. Set activities/tasks to be done by the following meeting.

Final Meeting: Reflect on what has been learned. Discuss resources to build up skills and career advancement. Plan to participate in the next CHS Mentoring Program!

Measurement

- Discuss goals/objectives and make sure they are reasonable
- Set deadlines, document, and track accomplishments
- Discuss commitment for continued growth and next steps

Sample Meeting Topics

- Field knowledge
- Visibility/Networking opportunities
- Career development
- Community involvement
- Skill enhancement
- Observation opportunity
- What you do on a “normal day”
- Personal Branding

The Recipe for Success

- Enthusiasm
- Regular open communication
- Eager to learn from each other
- Listening to each other
- Openness to share experience
- Awareness of different personalities
- Willingness to ask questions, teach, and learn