**First Mentorship Meeting**

**Ideas and General Structure**

*This advice is for members of the Department of Laboratory Medicine and Pathobiology graduate mentoring program.*

While it is super exciting to start a new mentorship relationship, we understand that the initial conversation may be awkward and difficult. Thus, we are providing some general ideas on what to discuss and how to structure your first meeting:

1. First thing first, introduce yourself!
   1. Your name and degree, how do you prefer to be addressed (e.g. name, pronouns)
   2. Research/career directions
   3. Hobbies and interests
   4. Extracurricular activities that you are involved in/enjoy, etc.
   5. Share some stories on how you got to where you are now (e.g. why did you enroll in your degree or in a specific research field or how did you land your job?)
2. **Mentees** – explain/elaborate on your overall mentorship goal(s).
   1. What are you trying to gain from this relationship?
   2. What skills are you trying to learn/practice during this mentorship relationship?
   3. What future careers are you considering?
3. **Mentors** – based on mentees’ goals and career outlook, explain what skills and mentorship advice you can offer.
4. Set guidelines – outline some of the rules to be agreed by both parties.
   1. What is the best way of communication for both of you (e.g. email, phone)?
   2. How often should you meet (e.g. weekly, biweekly, monthly)?
   3. How are you going to meet (e.g. in person, over zoom)?
5. Schedule your next meeting (time and location) and set tasks to be completed by the next meeting. Don’t forget to check off your first meeting milestone on TMC : )

**Don’t forget to be curious! Ask about your mentee/mentors experiences and learn more about them.**

**Last Mentorship Meeting**

**Ideas and General Structure**

Although this may be the last formal mentorship meeting, it can be the beginning of a new friendship! To help mentors and mentees conclude their mentorship relationship within our program, we have gathered some potential discussion points for mentors and mentees. Again, these are just for reference in case if you don’t know what to talk about. Feel free to let conversations run organically and go with a meeting style that is suitable for both of you.

1. Summarize what you have learned/accomplished during the mentorship relationship.
   1. Mentees – let mentors know your progress towards your academic/career goals
   2. Mentors – provide some feedback on how mentees progressed from your perspective, as well as advice on how to continue with learning and development beyond this mentorship relationship
2. If you are comfortable, share with each other some of your future plans/next steps in your academic/career path.
   1. Mentees – has the mentorship experience reinforced or changed your career plans? What are your next steps and how do you plan to continue work towards your goals?
   2. Mentors – do you have any academic/career changes coming up?
3. Mentors – do you have additional resources or advice to share with your mentee(s)?
4. Mentees – provide some feedback to mentors on their mentorship style.
   1. What worked well for both of you and what didn’t work as well?
   2. Any areas of improvement and mentorship advice for mentors to strengthen their mentorship skills?
5. Decide on if you would like to continue with the mentorship relationship beyond our program. If so, what’s the best way to stay in touch.
6. Show your appreciation and thank each other for their time and help!