MENTORING TOOLKIT

The Department of Psychiatry and Behavioral Sciences Mentoring Toolkit includes a Mentoring Partnership Agreement and Mentoring Worksheet.

Mentoring Partnership Agreement

Mentoring is an ongoing, voluntary process whereby an experienced person (mentor) facilitates the growth of a less experienced colleague (mentee), providing guidance and support for the benefit of the individual, mentor, and institution. A mentoring relationship ideally is a trusting and collaborative partnership.

Meeting Structure
- Frequency
- Length
- Modes (e.g., face-to-face, phone, email)
- Place
- Duration (# of year(s), attainment of goals, open-ended)
- Responsibility for scheduling meetings

Ground Rules for Relationship
- Determine expectations for both parties
- Agree upon confidentiality and its limits
- Strive for openness, candor, truthfulness
- Develop and utilizing strategies for addressing and resolving conflicts
- Provide ongoing bidirectional feedback
- Ensure it is a supportive relationship

Mentoring Worksheet

Mentor:

Mentee:

Date of Meeting:

CV Reviewed: ☐ Yes ☐ No

Goals: Research

Accomplishments Since Last Met:

Goals for upcoming year (1-3): *(example: publish a manuscript, apply for grant)*
Priority rating (high, medium, low):
Likelihood to accomplish (highly likely, somewhat likely, stretch but worth the effort):

1. _____

   a. Priority

   b. Steps/subgoals/timeline

   c. Expected obstacle(s) / strategy to over come

2. _____

   a. Priority

   b. Steps/subgoals/timeline

   c. Expected obstacle(s) / strategy to over come

3. _____

   a. Priority

   b. Steps/subgoals/timeline

   c. Expected obstacle(s) / strategy to over come

Mentee Commitment: _____

Mentor Commitment: _____

Goals: Teaching

Accomplishments since last met:

Goals for upcoming year (1-3): *(example: use feedback from last year's evals to redesign lecture)*

1. _____

   a. Priority

   b. Steps/subgoals/timeline

   c. Expected obstacle(s) / strategy to over come

2. _____

   a. Priority

   b. Steps/subgoals/timeline

   c. Expected obstacle(s) / strategy to over come

3. _____

   a. Priority

   b. Steps/subgoals/timeline

   c. Expected obstacle(s) / strategy to over come

Mentee Commitment: _____

Mentor Commitment: _____

Goals: Service

Accomplishments since last met:

Goals for upcoming year (1-3): *(example: quality improvement project, serve on department committee)*

1. _____

    a. Priority

    b. Steps/subgoals/timeline

    c. Expected obstacle(s) / strategy to over come

2. _____

    a. Priority

    b. Steps/subgoals/timeline

    c. Expected obstacle(s) / strategy to over come

3. _____

    a. Priority

    b. Steps/subgoals/timeline

    c. Expected obstacle(s) / strategy to over come

Mentee Commitment: _____

Mentor Commitment: _____

Goals: Professional Development

Accomplishments since last met:

Goals for upcoming year:

1. Setting Priorities and Using Time Productively

    _____

2. Interacting with Senior Colleagues

    _____

3. Enhancing Visibility within the Community

    _____

4. Understanding Emory Institutional Culture

    _____

5. Networking Beyond Emory/Building a Reputation

    _____

Mentee Commitment: _____

Mentor Commitment: _____

How did you allocate your time in the past year in terms of research, teaching, service, administration, and personal responsibilities? *(how you* _actually_ *spent time, not what you are compensated for)*
    Research:
    Teaching:
    Service:
    Clinical:
    Administrative:
    Personal:

How would you like to change the way you spend your time in the coming year?

Advisory Board/Informal Mentors:

_____

Update on Promotion/Tenure Process:

_____