*MENTORING PLAN WORKSHEET**

YOUR GOALS

Prior to meeting with your mentor, take some time to think about and write down your research and professional goals. You may want to articulate one- and five-year goals. For example, a short-term goal might be "to submit an NIH career development grant application" and a long-term goal might be "to have enough publications for promotion to Associate Professor."

Short-term Goals (next year)	Long-term Goals (next 5 years)
1.	1.
2.	2.
3.	3.

POTENTIAL MENTORS

Identify people who can assist you in meeting your goals. These can be mentors internally or at other institutions. For each potential mentor, identify objectives, develop a list of what you can offer, and propose outcomes. A blank grid is included on the next page to help you organize your thoughts. Put your initial thoughts down on paper before you approach a mentor, and then revise it as your relationship changes.

APPROACHING MENTORS

We suggest that you first approach mentors by sending an e-mail that includes a request for a meeting, a brief summary of your goals, and why you think there would be a good fit between you and the mentor. Let potential mentors know how you are hoping to work with them, such as one-on-one, as one of many mentors, or as part of a mentoring team or committee. You might want to let them know how you think they would be able to contribute.

IDENTIFY MENTORSHIP NEEDS

Identify competencies that you will need to gain expertise in (see Table below for examples). Identify people who can assist you in achieving these competencies and in meeting your goals. These can be mentors internally at your institution, or at other institutions. A blank grid is included on the next page to help you organize your thoughts. Put your initial thoughts down on paper before you approach a mentor, and then revise it as your relationship changes.

Designing research	Establishing goals
Writing grants	Finding funding
Managing your career	Managing staff
Leading teams	Preparing for promotion
Cultural competence	Navigating institution
Managing care	Managing conflict
Speaking before groups	Knowing career paths
Teaching effectively	Hiring personnel
Collaborating effectively	Managing budgets
Managing data	Mentoring others
Giving feedback	Evaluating literature
Assessing students	Medical informatics
Organizational dynamics	

MANAGING RELATIONSHIPS WITH YOUR MENTORS

Relationships should be nurtured and respected. If you and your proposed mentor develop a working relationship, have some guidelines for how you will work together. Here are some tips:

- ➢ Schedule standing meetings ahead of time and keep them
- ➢ Give your mentor(s) plenty of time to review drafts of grants and manuscripts
- ➢ Don't be a black hole of need – limit the number of requests you make of any given mentor
- ➢ Develop authorship protocols so that expectations are clear
- ➢ Saying thank you is priceless

Mentoring Plan			
Mentor Name	**Objectives** *(e.g., understand how to manage multi-site research projects)*	**What I can offer** *(e.g. grant writing, publications)*	**Outcomes** *(e.g. submit multi-center research grant proposal)*