

CIHR-SRTC Mentor's Mentorship Meeting Summary



Use this checklist to plan meetings with your assigned scholars in light of what you hope to help them achieve over the long term.

Arrange first meeting with your mentee.

Encourage your mentee to reflect regularly on his or her goals, achievements, and areas for improvement. You might ask the scholars to compose a brief reflection essay (e.g., 1/2 page) prior to the meeting (this helps organize their thoughts and defines the content of your meeting).

The scholars should also provide a completed the Scholar Portfolio Development Review Form to you at the start of the meeting.

Explain the goals for the meeting to the scholar.

Review the mentee's current experience and qualifications based on the portfolio development review checklist provided by the trainee.

Discuss and record the mentee's short term and long-term goals (use the mentor meeting worksheet below). Explore useful professional development experiences for the trainee in view of these goals. Discuss options and target dates for goals. Add this information to the worksheet.

Create a mentoring action plan that reflects different professional development needs at different stages of the mentee's education program. Use the mentor meeting worksheet to record the action plan and give a copy to the trainee.

The following activities can also form part of your mentor meeting:

- Giving advice on strategies for improving clinical or research learning.
- Consulting on issues or concerns the student has with peers, faculty, or clinical / research groups.
- Providing feedback from other sources (students, faculty, administrators, and other mentors in or outside the Department).