Department of Internal Medicine Mentoring Meeting Agenda Guide

Use this guide to structure mentoring meetings. This is meant only as a guide; plan your mentoring meetings to fit your needs and goals. Planning for specific tasks/agenda items will help ensure meetings are productive and goal-directed. Seek to have an agenda sent to your mentor BEFORE the meeting and a follow up communication AFTER. The time spent reflecting on plans and action items can be relatively minimal, but will pay substantial dividends.

Check in: Review recent successes to celebrate, challenges you have faced, and personal/professional updates.

Goals/Topics for this meeting:

Action items from last meeting:

Upcoming deadlines/ time sensitive items:

Ongoing efforts or new projects: (specific goals, timelines, resources/skills needed?)

Career development/guidance: (CV review, upcoming networking opportunities, new opportunities?)

Action items:

Remember - Goals should be SMART (Specific, Measurable, Achievable, Relevant, and Time-bound)