



AMIGO Mentoring program: Guidelines

ACR CARRA Mentoring Interest
Group (AMIGO) Steering Committee

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Checklist for mentees

- Getting ready:
 - Clarify your values
 - Identify your work style and habits
 - Identify knowledge and skill gaps
 - Personal
 - Professional development
 - Skill development
 - Academic guidance
 - Research
 - List specific opportunities sought
 - Write down goals: 3 months, 1 year, 5 years
 - Review the article by Zerzan
 - Send current CV to mentor
 - Request and review mentor's cv

Checklist for mentees

- First meeting
 - The mentee must have a plan
 - Mentor and mentee share backgrounds
 - Mentee should clearly articulate his/her needs and values.
 - Asking for feedback about research idea
 - Specifically discuss how the mentor can help
 - Arrange a follow up meeting
 - Follow up with a note/email summarizing the discussion and mentee's plan to proceed: This will keep the mentor engaged.

Cultivating the relationship

- Agree on structure and objective of relationship
- Plan and set meeting agendas
- Ask questions
- Listen actively
- Follow through on assigned tasks
- Ask for feedback
- Manage up:
 - Set goals and expectations
 - Be responsive and flexible
 - Direct the flow of information
 - Follow a regular meeting schedule with agenda.

Follow up meetings

- Set mutual expectations and responsibilities at onset of relationship
- Meet or make contact in accordance with agreed upon plan
- Use checklist and timeline to track progress. Be caring and non judgmental when giving honest feedback about progress and productivity
- Try to maintain relationship for at least two years.
- Re-evaluate mentoring relationship as needed after first year.
- **Agree on confidentiality and no fault termination.**

Checklist for mentors

- Getting ready:
 - Introduce by email
 - Ask mentee to send an updated resume and to begin to think about short and long-term goals
 - Review mentee's CV

Checklist for mentors

- First meeting
 - Express interest in mentee's career development
 - What is he/she looking for?
 - What would he/she like to see happen as a result of the meeting
 - Discuss long and short term goals
 - Identify a timeline of skills and completion of specific tasks
 - Papers, grants, initiating a research project etc
 - Ask mentee to list his/her current developmental network (colleagues, mentors, family, friends)
 - Discuss proposed frequency of meetings and set a date for next meeting.

Some topics for discussion

- Promotion
 - Career trajectory and skills/deliverables to progress to next level
- Research
 - Proposed project: Aims, hypothesis
 - Challenges
 - Need for skills
 - Review mentees' current mentors. Is there need for others
 - Institutional/departmental resources
- Balance and negotiation
 - Ask questions about family and child care
 - Discuss preferred timing of milestones in mentee's career trajectory and changes desired in the balance of activities and career/academic workload
 - Advise mentee on negotiation strategies with supervisor/division chief, and for fellows, advise on negotiating a job.

Resources

- Zerzan JT et al; Making the most of mentors: A guide for mentees. *Academic medicine* 84 (1):140-144, 2009
- Ramani S et al; Twelve tips for developing effective mentors. *Medical Teacher* 28(5):404-408, 2006.
- <http://www.sickkids.ca/Paediatrics/Education-and-learning/Faculty%20Development/mentorship-program/Index.html>