

Setting Expectations

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One critical element of an effective mentor-mentee relationship is a shared understanding of what each person expects from the relationship.

How can we best work together?

Meeting Time and Frequency	<i>Who will set them up?</i>
	<i>Frequency?</i>
Communication	<i>How best to contact you? Time?</i>
	<i>Preferred platform?</i>

Establish a baseline

Helping your mentee get to know you	<i>What is your mentoring style?</i>
	<i>What are your strengths?</i>
	<i>What lessons have you learned throughout the grant process that you can share?</i>
Getting to know your mentee	<i>What are their strengths?</i>
	<i>What are their pain points?</i>
	<i>What feedback have they received thus far?</i>
	<i>What are the key areas they would like to address?</i>

Define your goals

Goals	<i>Make them specific</i>
	<i>Make sure they are attainable</i>
	<i>Establish a timeline</i>

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