

**Goal:** We hope that the opportunity to co-author a chapter will foster ongoing mentorship relationships between junior and senior faculty.

**Process:** We ask “Chalk Talks” authors to purposefully engage in discussions around career satisfaction and development when meeting to work on book chapters. We suggest the following steps to launch your mentorship conversations:

## 1 *Prepare – know your role\**



### **Mentor (last author)** **Review your role:**

- Be receptive to mentee’s expressed needs, priorities, and goals
- Focus on mentee’s professional development and career satisfaction
- Appraise strategies, advise, make suggestions, or listen as needed



### **Consider three questions:**

- What do you wish you knew when you were in your mentee’s shoes?
- How can you be most helpful to them?
- What resources, or tools might be helpful?



### **Mentee (first author)** **Review your role:**

- Be open to mentor’s perspective on career and professional development
- Be receptive to constructive feedback and new ideas
- Show appreciation and gratitude for guidance



### **Consider three questions:**

- How do you spend your time?
- How would you rather spend your time in the future? In one year? In five years?
- How do you plan to get from **A** to **B**?

## 2 *Plan ahead - schedule two meetings in the next year*



## 3 *Meet - in person, on the phone, or video-conference*



Mentor – mentee agreement: conversations will be confidential, honest and direct.

### **Mentor guide<sup>†</sup>:**

- ASK** mentee to discuss their “3 questions”
- RESPOND** with reflective listening and empathy
- TELL** mentee your perspective, advise, make suggestions, or simply listen

\*Based on: Feldman, Mitchell. Faculty Mentoring Toolkit - UCSF Faculty Mentoring Program. Regents of the Univ of California, 2012

<sup>†</sup> Based on: White MK, Barnett P. A five step model of appreciative coaching: a positive process for remediation. In Kalet A, Chou CL, Remediation in Medical Education: A Mid-course Correction. New York: Springer, 2014.