

Sample Meeting Agendas

The sample meeting agendas below are intended as a source of ideas. Please use these to start your career mentoring discussions, noting that other subject areas are likely to emerge as the mentorship partnership develops. These are not exhaustive or prescriptive: these career-related issues have been a common focus in previous career mentoring interactions with students.

A. Sample Meeting Agenda 1 – Explore: Introduction and goal setting

- a) Introduce each other and share information about your medical school experiences, interests and career aspirations.
- b) Confirm the purpose of today's meeting, including clarifying what the mentee is seeking to achieve by participating in the mentoring programme, and what they have identified as their SMART goals.
- c) Mentor to provide insights into their own career journey since graduation, including clinical expertise, career path and challenges or opportunities within this specialism area. This may include information about clinical rotations, professionalism, teamwork and patient interactions.
- d) Confirm the schedule of future mentoring meetings, where and how these will take place and discuss the etiquette for being in touch between mentoring meetings.
- e) Clarify if there are any actions to be undertaken ahead of the next meeting – for example, if the mentee should undertake a SWOT analysis following today's discussions (a SWOT analysis template is available on the mentoring resources under Skills development resources).

B. Sample Meeting Agenda 2 - Develop: Clinical Skills development and networking

- a) Recap on any actions or activities arising from the first meeting.
- b) Discuss the key employability skills and competencies required in your professional area. How do these relate to the mentee's "MySkills" profile (your mentee will have completed this as part of their introductory module. For more information see www.abdn.ac.uk/careers/skills/myskills)?
- c) Discuss the specific clinical skills and competencies required by mentees at this stage of their studies, and how these relate to your specialism. This may include advice about how to perform well in clinical settings, while discussing the importance of patient-centred care.
- d) Consider using a case study, to discuss the diagnostic process, treatment and patient outcomes.
- e) Clarify if there are any actions to be undertaken ahead of the next meeting – for example if the student should read any resources or if there are other relevant opportunities that the student could access.

C. Sample Meeting Agenda 3 - Connect: Career planning and next steps

- a) Recap on actions or activities arising from previous meetings.
- b) Discuss what the mentee's career plans are in relation to their professional interests, values and skills and what the current opportunities and challenges are in your field. Are there other opportunities they can explore in this or similar specialisms?
- c) Discuss the importance of building a professional network within the medical community, for example through conferences, workshops and other events.
- d) Discuss interviews: are these face-to-face panel interviews? Is there an increasing use of video interviews? How would you encourage a student to prepare for interview success?
- e) Clarify if the mentee can continue to keep in touch at the end of the formal mentoring partnership.

D. Additional meeting/activity suggestions

Other areas or activities you may wish to explore with your mentee include:

- **Tour:** invite your mentee to visit where you work and to meet current junior doctors working in this area
- **Work shadowing:** arrange for your mentee to shadow you or a colleague for a day
- **Presentation:** ask your mentee to prepare and deliver a short presentation on an agreed topic.

Concluding the mentoring partnership

We hope that the mentoring partnership has been engaging and enlightening for both the mentor and mentee. At the end of the partnership we encourage the mentee to update their LinkedIn profile to reflect on their experiences, and to tag you (with permission). We will send you a short evaluation survey and we welcome your feedback on the Career Mentoring Programme.

Troubleshooting

Occasionally mentoring does not go to plan. If you have any concerns during the mentoring programme please contact us (mentor@abdn.ac.uk) and we will be happy to discuss and help resolve the issue.