



Centre of Research Excellence in Pulmonary Fibrosis

The CREATE Mentoring Program Suggestions for Structure of your Meetings

We strongly suggest that you hold your mentoring meetings monthly. Schedule 20 minutes for the first two months in a quarter, then perhaps an hour's meeting for the third. Back to 20 minutes for meeting four and follow this pattern.

Book your next meeting at the end of the current one (with the mentee fitting in with the mentor's time constraints!)

You have received suggested topics, but these should be the agenda items which form the structure for every meeting:

1. Catch up. What have you been doing? (mentee and mentor). Share some success(es).
2. What are you working on? What are this month's key KPI's?
3. Where are you stuck?

If there is a special topic of concern or the mentee needs to report in with some "homework", then of course these should be added to the agenda.

Thanks to Jonathan Herps for these simple and sensible agenda items. Jonathan also recommends the use of Calendly (free software) to set up meetings <https://calendly.com/signup>. Calendly allows you to set up meetings including Zoom details and sends out automatic reminders so you never forget!

I will send you all a quick survey at the end of three months to see how we are tracking with the mentoring program. In the meantime, mentees take full advantage of the fantastic opportunity you have with your mentor.

If you have any questions, suggestions or difficulties please contact Kate Christian on create@cre-pf.org.au or 0414 704 701