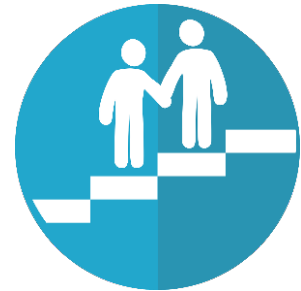


# HEP/CAMP MENTORING INITIATIVE

*Congratulations! This is the roadmap for you and your mentor to create a fruitful working relationship.*

**Our guiding principles are:**  
*\*Be fully engaged*  
*\*Build an honest and trusting relationship*  
*\*Be receptive to guidance without judgment*



## **Expectations/Goals**

1. Have a regularly scheduled meeting time (e.g. First Friday of the month at 2:00 CDT). Regular communication is essential. Discuss preferred methods of communication with your mentor... telephone, email, text. (This doesn't mean you can't contact your mentor at other times.)
2. Identify three goals on which you want to focus for the year. Discuss them with your mentor. Share goals with your SME.
3. Document your meetings. Have a dedicated notebook (paper or electronic) to record your discussions. This information will help you when we send out the end of year survey! It can include:
  - \* *Mode of communication (email, phone, etc.)*
  - \* *General topic discussed (recruitment, forms, etc.)*
  - \* *Amount of time spent on the discussion.*

## **MI Meeting Dates:**

Please expect to have three check-in meetings with the SMEs. Some of these meetings are for both Mentors and Mentees. Some are for Mentors only and some for Mentees only. You will receive a Sign-Up form to schedule your meetings. Some dates might change to accommodate attendees.

### **Check-in #1: August 13, 2024**

This check-in will be for both Mentors and Mentees. We scheduled this check-in shortly after the Annual Directors Meeting in July, so that the MI participants can share their three goals with the SMEs.

### **Check-in #2: November 12 and November 13, 2024**

This check-in will be for Mentees only. Once again, SMEs will ask for updates. Mentees will be encouraged to travel to their mentor's program or to request that their mentor visit their program, if possible.

### **Final Check-in: February 25, 2025 for Mentors; February 26, 2025 for HEP and CAMP Mentees**

*All dates are subject to change.*

**\*\*The MI is funded and managed through the OME's technical assistance (TA) contract. HEP and CAMP Subject Matter Experts coordinate this initiative.**