**Mentorship – 12 Month Curriculum**

**Meeting #1 – Introductions**

• Discuss both of your career and educational backgrounds

• Discuss your goals and objectives for the year in the mentorship program

• Decide on the best form of communication for scheduling future meetings (i.e. telephone, email)

• Mentor requests the mentee read a leadership book of preference to discuss in the program

**Meeting #2 – Career Planning**

• Continue your discussion about your mentor’s history

• Discuss 5-10-year planning and how you both plan to achieve your goals

• Discuss skills necessary to achieve these goals

**Meeting #3 – Work/Life Balance**

**•** Discuss the challenges in achieving work/life balance

• Create a plan or tips to ensure that you can achieve professional success without sacrificing your personal/family life

• How do you unplug and shutdown?

• How do you delineate and prioritize based on new projects and deadlines?

**Meeting #4 – Leadership/Teamwork**

• Discuss the importance of leadership and teamwork as it relates to success

• What challenges do you each face in being part of a team?

• What traits make a good leader?

• How can you improve your leadership skills?

**Meeting #5 – Emotional Intelligence (EQ)**

**•** Discuss and define emotional intelligence

• Identify your emotional triggers

• Understand how emotional hijacking interferes with outcomes

**•** Recognize the 5 elements of EQ and learn skills to strengthen each element

**Meeting #6 – Upcoming Professional Challenges**

**•** Discuss issues faced over the course of this year

• Discuss lessons that you have each learned

• Discuss other topics that you have not previously covered but wish to share with each other

**Meeting #7 – Public Speaking/Presenting**

**•** How do you feel about public speaking or presenting?

• What is are your strengths/weaknesses?

• Discussions around effective communication and storytelling

**Meeting #8 – Review/Discuss Leadership Book**

**•** Review the requested book read

• What were your key takeaways?

• How can you implement what you learned in personal/professional life?

**Meeting #9 – Time Management/Prioritizing**

**•** What is your time management technique?

• How do you map out your day/week?

• How do you prioritize your projects when emergencies arise?

**Meeting #10 – Being Influential**

**•** How do you identify opportunities where you can influence your team or leaders?

• Identify your strengths and abilities to move people to take actions on your ideas.

• What techniques do you use to engage people both emotionally and rationally?

**•** How do you adapt your approach when you

**Meeting #11 – Culture of Innovation**

**•** How do you encourage innovation in your role?

• How do you recognize your role as a leader in building or creating opportunities for innovation?

• Do you inspire curiosity? Question assumptions?

**•** Do you experiment? Take risks?

**Meeting #12 – End of Year Evaluation**

**•** Evaluate your year and personal growth

• Discuss what worked and didn’t work in your mentorship program

• Create a list of suggestions to help future mentor/mentee teams for next year’s program