

The One-Minute Mentor



1. Assess the mentee

- Check in
- Assess for any urgent issues
- Use active listening skills

2. Set an agenda

- Review pending items
- Assess time available
- Prioritize

3. Assist with ongoing projects

- Ask clarifying questions
- Set clear and measurable goals
- Give advice and suggest resources
- Agree on timeline for deliverables

4. Provide career guidance

- Review Individual Development Plan and CV
- Inquire about professional / personal balance

5. Wrap up

- Clarify expectations of mentor and mentee
- Schedule future meeting

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Mentoring Tip:

Individual Development Plans (IDPs) are used widely by organizations – from the National Institutes of Health (NIH) to the U.S. Coast Guard – to help individuals develop and achieve career goals. We think it's a great tool to guide successful mentoring relationships. An IDP helps the mentor understand the mentee's needs and the mentee identify professional goals. Mentees can send their completed IDP to their mentor prior to their meeting to make the most of their meeting time.

**For more information about
faculty mentoring at UCSF go to
<http://acpers.ucsf.edu/mentoring>**

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