



SHSMD’s 6-Month Mentorship Plan

Key Considerations:

- **Flexibility:** This plan is an outline and should be adapted to your specific needs and goals.
- **Communication:** Regular and open communication is crucial for a successful mentorship.
- **Mutual Respect:** Both mentors and mentees should approach the relationship with mutual respect and a commitment to learning and growth.
- **Confidentiality:** Maintain confidentiality regarding sensitive information shared during mentorship sessions.

Note: This plan outlines a general framework. Both mentors and mentees should actively participate in shaping the specific activities and timelines that best suit their individual needs and goals.

Foundation Building (Months 1-2)

	Mentee	Mentor
Initial Meeting and Goal Setting	<p>Clearly articulate career aspirations, short-term and long-term goals.</p> <p>Identify specific areas for improvement (e.g., skill development, networking, industry knowledge).</p> <p>Prepare questions for the mentor (e.g., career path, challenges faced, key learnings).</p>	<p>Actively listen to the mentee's goals and aspirations.</p> <p>Share your own career journey and insights.</p> <p>Establish clear expectations and communication preferences (e.g., meeting frequency, preferred communication channels).</p> <p>Together, define 2-3 specific, measurable, achievable, relevant, and time-bound (SMART) mentorship goals.</p>
Skill Assessment & Development Plan	<p>Conduct a self-assessment of current skills and identify skill gaps.</p>	<p>Provide guidance on skill development strategies (e.g., online courses, workshops, shadowing opportunities, reading lists).</p> <p>Help the mentee create a personalized skill development plan.</p>
Networking & Exposure	<p>Connect with peers via SHSMD’s MySHSMD Members Only Community</p>	<p>Introduce the mentee to relevant contacts within their network.</p>

Provide guidance on networking etiquette and best practices.

Explore opportunities for the mentee to attend industry events or conferences.

Growth & Development (Months 3-4)

Mentee

Mentor

Progress Review & Adjustments

Track progress towards SMART goals.

Provide ongoing support and guidance.

Document challenges encountered and lessons learned.

Offer constructive feedback on the mentee's progress.

Help the mentee adjust their goals or strategies as needed.

Experiential Learning

Take advantage of SHSMD's [education offers](#) and [resources](#)

Provide opportunities for the mentee to gain practical experience (e.g., shadowing, project assignments, job shadowing).

Attend SHSMD's [Orientation to Health Care](#) live or on demand courses

Facilitate access to resources and information relevant to the mentee's career goals.

Mentorship Project

Undertake a small project related to your career goals (e.g., market research, developing a professional portfolio, creating a personal brand).

Provide guidance and support throughout the project.

Offer constructive feedback and help the mentee refine their work.

Consolidation & Future Planning (Months 5-6)

Mentee

Mentor

Mid-term Review & Goal Refinement

Conduct a comprehensive review of progress made towards goals.

Provide feedback on the mentee's overall progress and development.

Reflect on key learnings and insights gained from the mentorship experience.

Help the mentee refine their long-term career goals and create an action plan for the future.

Building a Sustainable Network

Identify and cultivate relationships with other professionals within your field.

Provide guidance on maintaining professional relationships and building a strong professional network.

Begin to build your own professional network.

Exit Planning & Next Steps

Develop a plan for maintaining contact with the mentor and leveraging the mentorship experience in the future.

Discuss potential ongoing support mechanisms (e.g., occasional check-ins, introductions to other professionals).