



EMERGING LEADERS IN CONTRACEPTIVE TECHNOLOGY INNOVATION

DISCUSSION GUIDE 1 – Building Rapport and Setting Expectations

Introduction to One-On-One Mentoring Sessions

The purpose of this guide is to provide a structured approach for your one-on-one mentor-mentee meetings. We suggest that you take turns asking one another questions during these sessions using the suggested questions below. Keep in mind that these templates and activities are provided to you as optional guidelines/resources and do not need to be followed exactly. If you would like to skip questions, modify, or continue a discussion that is particularly helpful, please feel free to do so.

Ground Rules

Consider the following list of dos and don'ts as you engage in your mentoring relationship:

- During mentoring session, remove any distractions (like phones and email) in order to provide 100% focused attention.
- Respect boundaries. Don't ask questions that are too personal unless permission is given.
- Keep commitments while also be mindful of busy schedules.
- Treat sensitive information as confidential.
- Be open to learning new things and be accepting of new and different perspectives.
- Quickly bring any issues, questions, or concerns to the attention of the *Emerging Leaders in CTI* point of contact, Emily Hoppes (ehoppes@fhi360.org).

Building Rapport

During the first one-on-one mentoring session, it is important to begin to build rapport in order feel comfortable and open with one another during future conversations. The following are some components of rapport that you should keep in mind while building your mentorship relationship:

- Empathy – understanding one another's' perspectives
- Focus – actively listening to one another
- Flexibility – being open to one another's ideas, even if they are new/different
- Empowerment – inspiring confidence to work towards achieving one's goals
- Congruence – working together side-by-side and valuing one another
- Trust – following through on commitments

Discussion Questions

Understanding One Another	
QUESTIONS FOR YOUR MENTOR	QUESTIONS FOR YOUR MENTEE
<ul style="list-style-type: none"> • Where did you grow up and what kind of family are you from? • What is your educational and professional background? How did it lead you to contraceptive R&D? • What is a significant event that has shaped your life/and or career? • What are you passionate about? • What is something outside of work that you like to do for fun? 	<ul style="list-style-type: none"> • Where did you grow up and what kind of family are you from? • What's your educational background and professional aspirations? • What is a significant event that has shaped your life/and vision for your career path? • What are you passionate about? • What is something outside of work/school that you like to do for fun?

Setting Expectations	
QUESTIONS FOR YOUR MENTOR	QUESTIONS FOR YOUR MENTEE
<ul style="list-style-type: none"> • What were your education and career aspirations and goals when you were in my position/my age? • What is the best advice you ever received related to your career? • Do you have any suggested resources or reading that might help me as I work towards my goals? • Why did you decide to participate in this program? • What are you expecting out of this experience/relationship? 	<ul style="list-style-type: none"> • What are your education and career aspirations and goals? • What are you doing really well to help you meet these goals? • What is preventing you or acting as a barrier in meeting these goals? • Why did you decide to participate in this program? • What are you expecting out of this experience/relationship?

Next Steps

Any suggested reading to complete before the next meeting? _____

Any suggested "assignments" to complete before the next meeting? _____

Date and time of next one-on-one session? _____