



EMERGING LEADERS IN CONTRACEPTIVE TECHNOLOGY INNOVATION

DISCUSSION GUIDE 6 – Maintenance and Moving Forward

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 being 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).

Relationship Maintenance

This is your final one-on-one mentoring session under the Emerging Leaders in CTI program. Now it is time to decide together if and how you will maintain the relationship that has developed over the past 6 months. Will you continue to meet regularly? How often and for how long? Will you continue to stay in touch through email or other communication channels? Does the mentor feel comfortable continuing to act as a resource? As a job reference? These are the things you will need to discuss and keep in mind during this final discussion together.

Depending on the needs, wants, and availability of both the mentor and mentee, maintaining a relationship outside of a structured program may pose challenges and that is completely normal. Having an open and honest conversation about the future of your relationship is important, and the discussion questions below will help you through this process. Note that it is not expected, but understandable, if you would like to continue to have monthly meetings for a while longer, but it is also perfectly acceptable to acknowledge that your mentorship relationship has come to a natural end.

Looking Back and Moving Forward	
QUESTIONS FOR YOUR MENTOR	QUESTIONS FOR YOUR MENTEE
<ul style="list-style-type: none"> Looking back over the past 5-6 months, what has been the most rewarding thing about this mentorship program for you? What has been the most challenging? What do you have time and bandwidth for as we move forward with this mentoring relationship? <ul style="list-style-type: none"> Do you have any final parting words of advice or guidance? 	<ul style="list-style-type: none"> Looking back over the past 5-6 months, what has been the most rewarding thing about this mentorship program for you? What has been the most challenging? What do you think our next steps should be related to our mentoring relationship? (i.e., continue to meet – how frequently, stay in touch – through meetings, emails, etc.) Are there any final resources or contacts you need from me in order to meet your education/career goals? Do you have any final questions or topics you would like to discuss?

Next Steps

What will be our main forms of communication and connection moving forward?

Final resources and contact information: _____

Other notes: _____
