**Ongoing 1-on-1 mentorship runsheet**

90 minutes

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| **Slide/activity** | **Key takeaways** | **Runtime** | **Materials** |
| Acknowledgement of Country, Intro | Set proper expectations – people probably won’t leave today with a mentorship in place, but they should have the skills to go find one | 10 minutes | Slides: Acknowledgement of Country, Today’s agenda |
| What is mentorship? What is a mentor? | Definitions of terms. Mentorship is a two-way street and can be more or less formal depending on needs | 10 minutes | Slide: What is mentorship? What is a mentor?  (make sure video works beforehand) |
| Benefits of mentorship | Benefits can be similar for mentees and mentors. A person can be both mentee and mentor at the same time. | 10 minutes | Slide: Benefits of mentorship |
| How do we build successful (mentoring) relationships? | Again, can be similar for mentees and mentors. Relate to each other as people – these tips are useful for all relationships, not just mentorships. | 10 minutes | Slide: successful (mentoring) relationships? |
| Networking session | Have people put details of what they want to mentor/be mentored in on their nametags  Provide useful questions at intervals | 45 minutes | Name tags and markers  Slide: Networking time! |
| Wrap-up |  |  | Slide: Thank you! |

Useful questions (read the room to see which might be good) (from [together](https://www.togetherplatform.com/blog/questions-to-ask-a-mentee) and [Chronus](https://chronus.com/blog/questions-to-ask-your-mentor)):

* Do you have any role models you look up to or people you admire?
* Do you feel emotionally and socially supported at work/in your research?
* What skills do you want to develop?
* What’s a challenge you’re currently facing in your work/research?
* Where or what do you turn to for continuous learning or skill development?
* What values are you committed to? How have they changed since you started your career?