

Meeting Tool – Mentor-Mentee Meeting Form (1)

Name of Mentee:		
Date of Meeting:		
Items for Review <i>One item can become a major topic of current/future meeting.</i> Examples of Items:	Milestones <i>The what, when, and how – a major (e.g.: setting up an office) or a minor task (e.g.: getting multi-media assistance) is accomplished</i>	Barriers <i>Steps to resolve barriers – Bureaucratic, Administrative, Social, Others...</i>
1. Clinical Practice: - Billing number, tracking of billing - Getting office support- - Receptionist/typing - Advertising - Sharing/Solo Office Participation in CME delivery		
2. Teaching - Faculty development syllabus for courses on teaching improvements - Multi-media assistance		

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<ul style="list-style-type: none"> - Peer review of teaching (small group, lectures) 		
<p>3. Promotion</p> <ul style="list-style-type: none"> - Review of promotion requirements - Getting in order: cv, publication list, referees, teaching evaluation... 		
<p>Potential items for discussion with Division or Department Head</p>		
<p>1.</p>		
<p>2.</p>		
<p>Proposed focus/topic(s) and date for Next Meeting:</p>		