*Congratulations! This is the roadmap for you and your mentor to create a fruitful working relationship. Our guiding principles are:*

**\*Be fully engaged**

**\*Build an honest and trusting relationship**

**\*Be receptive to guidance without judgment**

1. **Have a regularly scheduled meeting time, e.g. First Friday of the month at 2:00 CDT.** *Regular communication is essential. Discuss preferred methods of communication with your mentor… telephone, email, text. (This doesn’t mean you cannot contact your mentor at other times.)*
2. **Identify three goals on which you want to focus for the year.** *Discuss them with your mentor. Share goals with your SME.*
3. **Document your meetings**. *Have a dedicated notebook (paper or electronic) to record your discussions. This information will help you when we send out the end of year survey! It can include:*
   * *Mode of communication (email, phone, etc.)*
   * *General topic discussed (recruitment, forms, etc.)*
   * *Amount of time spent on the discussion*

MI Meeting Dates

*Please expect to have four quarterly check-in meetings with the SMEs. Some of these meetings are for both mentors and mentees. Some are for mentors only and some for mentees only. You will receive a Sign-Up form to schedule your meeting. Some dates might change to accommodate attendees.*

Check-in #1:  August 15 and August 17, 2022

             This check-in will be for both Mentors and Mentees.  We scheduled this check-in close to the ending of the Annual Directors Meeting so that the MI participants could share their three goals with the SMEs.

Check-in #2:  September 26 and September 28, 2022

This check-in will be for mentees.  SMEs will ask mentees to give an update on their progress with set goals.

Check-in #3:  November 15 and November 16, 2022

This check-in will be for mentees.  Once again, SMEs will ask for updates. Programs will be encouraged to travel to their mentor’s program or to request that their mentor visit their program, if possible.

Final Check-in:  March 14, 2023 for Mentors

March 15,2023 for CAMP Mentees

March 16, 2023 for HEP Mentees