

## **Suggested Activities and Discussion Topics**

### **Activities**

- Lunch/dinner/coffee meetings
- Review CV/resume and/or cover letter and provide feedback
- Set up a mock in-person or phone interview
- Set up a mock salary and/or severance negotiation
- Tour the mentor's company/organization
- Schedule a day of job shadowing at the mentor's company/organization
- Watch a webinar together
- Attend a conference together
- Attend an industry presentation together
- Review manuscripts, writing samples, and/or grant applications
- Assist with developing portfolios
- Role play difficult discussions with a supervisor or coworker
- Schedule regular professional development opportunities
- Introduce the mentee to other professionals in mentor's network
- Identify and introduce the mentee to additional mentors who could be helpful to the mentee
- Connect with other mentor/mentee pairs

### **Discussion Topics**

- Use the first meeting as an informational interview
- Discuss salary and/or severance negotiation
- Discuss formative events that were turning points in your career and who/what helped along the way; what might you have done differently?
- Provide advice regarding serving on committees or boards
- Review the advantages of informational interviews and how to appropriately reach out to professionals to ask for an informational interview
- Brainstorm ways to stand out during the application and interview process
- Examine strategies and resources for advancement
- Discuss management issues and strategies
- Share time management strategies
- Review presentation and public speaking techniques
- Discuss teaching, advising, and relating to coworkers/employees
- Examine and research scholarship opportunities
- Talk through academic interests
- Discuss tutoring and academic support services
- Discuss employment tracks and opportunities available to mentee