

# **The One Minute Mentor**

## **Developed by Mitchell D. Feldman, MD, MPhil. UCSF**

- 1. Assess the mentee**
  - a. Check in
  - b. Assess for any urgent issues
  - c. Use active listening skills
- 2. Set an agenda**
  - a. Review pending items
  - b. Assess time available
  - c. Prioritize
- 3. Assist with ongoing projects**
  - a. Ask clarifying questions
  - b. Set clear and measurable goals
  - c. Give advice and suggest resources
  - d. Agree on timeline for deliverables
- 4. Provide career guidance**
  - a. Review Individual Development Plan and CV
  - b. Inquire about professional / personal balance
- 5. Wrap up**
  - a. Clarify expectations of mentor and mentee
  - b. Schedule future meeting