

Cohort Mentoring Practice Handbook

The Cohort Mentoring Structure

1. The PTK Mentoring program officially starts in April and runs to March of the following year.
2. Once the matches have been made, the PTK Mentoring Program Committee members will send an email to each Cohort group to announce the match.
3. The Mentors will proactively email their three Mentees with a doodle/when2meet poll to schedule an initial meeting in April/May time frame.
4. If your Mentor has not reached out to your group within one month of the email match, please feel free to contact the Cohort group yourself.
5. You can treat this like a mini-peer mentoring group where both the Mentor and Mentees drive the relationship. For each meeting, it helps to have an agenda and come up with some discussion questions around the selected topic.

Recommendations for the Mentor

1. Before the initial meeting, you can ask everyone to share their CV/resume, LinkedIn contacts, prior mentoring experience, and other useful backgrounds relating to work and/or life.
2. During the initial meeting, you will get to know your group members, define the ground rules of engagement (boundaries, confidentiality), and establish a meeting plan/procedure upon group consensus., e.g., recurring in-person or zoom meeting time once a month.
3. You (or a Mentee volunteer) will set up the zoom links and provide the calendar invites of the recurring meetings. Note that there may be exceptions due to the Nov/Dec holidays.
4. During the subsequent meetings, everyone can brainstorm to identify common challenges and/or topic areas of shared interest. All cohort members can vote to co-select topics to focus on.
5. You (or a Mentee volunteer) can create and host a cohort folder (e.g., google drive) with a spreadsheet where Mentor/Mentees can sign up to facilitate the discussions and/or to store useful resources.
6. To help to sustain momentum, the Mentor sends a quick reminder email a few days ahead of each meeting, with the agenda topic(s) and whose turn it is to facilitate the discussions. Be flexible to allow Mentees to add new discussion topics as they arise.

Recommendations for the Mentees

1. Be prepared to talk about what you would like to get out of this group this year.
2. Be prepared to talk about learning and developing career goals - where do you want to be in 3-5 years? Any skills, knowledge, abilities that you will need to get there?
3. Attend each meeting and be present to participate in the group discussions.
4. Be respectful and mindful of others' input.
5. Volunteer to facilitate topical discussion(s) as an active Mentee who drives the cohort mentoring relationship.
6. Honor your commitments to the group and follow up with any resource/notes sharing as needed.

Questions? Contact PTKMentoring@umd.edu

Various mentoring resources will be shared by the PTK Mentoring Program Committee:
a) April Launch / First Check-in; b) October Midpoint Check-in; c) February Last Check-in.