

## CEHD Staff CoP MAPS Milestones

Milestones	Recommend Objectives for Each Meeting	By	Accompanying Trainings or Resources *all independent self-directed trainings
Attend Orientation	<ul style="list-style-type: none"> <li>Become acquainted with the layout of the program</li> </ul>	September 1st	
Interest Form Due	<ul style="list-style-type: none"> <li>This is the final day to submit the interest form to be a part of the 2021-2022 program.</li> </ul>	September 10th	
Matching List Sent Out	<ul style="list-style-type: none"> <li>Mentees will be sent a list of mentors based on the needs of the mentee and the potential areas of expertise of the mentor. From there, mentees will be responsible for reaching out and making connections for their mentoring relationship.</li> </ul>	September 20th	(link will be provided “reaching out” email template)
1st Meeting (Establishing the Relationship)	<ul style="list-style-type: none"> <li>Become acquainted with each other as a mentoring pair</li> <li>Discuss what each would like to get out of the relationship</li> <li>Establish a regular meeting schedule</li> </ul>	September 30th	Mentors: <a href="#">Being a Good Mentor</a> Mentees: <a href="#">Being a Good Mentee</a>
2nd Meeting (Goal Setting/Career Planning)	<ul style="list-style-type: none"> <li>Begin goal setting/career planning</li> <li>Establish goal evaluation measurements</li> <li>Discuss how each would like to give and receive feedback</li> </ul>	End of October	Mentors: <a href="#">Being a Good Mentor</a> Mentees: <a href="#">How to Develop a Career Plan</a>
3rd Meeting (Giving and Receiving Feedback)	<ul style="list-style-type: none"> <li>Discuss progress on goals</li> <li>Discuss additional topics mentor and mentee agreed upon</li> </ul>	End of November	Both: <a href="#">Giving and Receiving Feedback</a>
4th Meeting	<ul style="list-style-type: none"> <li>Discuss progress on goals</li> <li>Discuss additional topics mentor and mentee agreed upon</li> </ul>	December	
Survey and Interview	<ul style="list-style-type: none"> <li>Each semester, we will be sending out 1 survey and will be requesting 1 interview with you in order to gain feedback on the mentoring program so that we can continue to improve the program.</li> </ul>	Mid-December	
5th - 8th Meetings	<ul style="list-style-type: none"> <li>Discuss progress on goals</li> <li>Discuss additional topics mentor and mentee agreed upon</li> </ul>	End of Each Month (January-April)	
Survey and Interview	<ul style="list-style-type: none"> <li>Each semester, we will be sending out 1 survey and will be requesting 1 interview with you in order to gain feedback on the mentoring program so that we can continue to improve the program.</li> </ul>	April/May	