Suggested Activities for Mentoring Pairs

Below are suggested activities and discussion topics that may be used by the mentor-mentee pair. Mentors and mentees may choose to review any of the below based on their preference and discussion flow.

1. Review the Mentee/Mentor Discussion Topics available in the Guided Mentorship Program Resource Library
   a. Mentee Discussion Topics
   b. Mentor Discussion Topics

2. Review the ASHP Connect post about questions for mentees to ask mentors

3. Elevator Pitch / Tell Me About Yourself
   a. Discuss how to properly advertise yourself and advocate for who you are to ensure that everyone’s first impression is aligned with how you want to be perceived
      i. Forbes - How To Prepare The Perfect Elevator Pitch
      ii. Indeed - Elevator Pitch Examples

4. Professional Identity Formation
   a. Discuss the guiding questions from the Professional Identity Formation Worksheet

5. CV Review
   a. Ensure the mentee is consistently reviewing and updating their CV to better prepare for networking and career advancement opportunities
      i. ASHP Resource: CV Development

6. Mock interviews
   a. Conduct a mock interview to ensure the mentee is prepared for career advancement opportunities and understands the best way to approach questions related to their career development
      i. ASHP Resource: Student Residency Guide and Match Day Resources
      ii. ASHP Resource: Video and Phone Interview Best Practices
      iii. ASHP Resource: Interview Skills Packet for Residency Candidates
      iv. ASHP Connect: Interview Questions Discussion
      v. ASHP Resource: InterviewPrep (practice interview skills using customized mock interviews)

7. Letter of Intent
   a. Have the mentee assess and start the process of stating their career and personal goals in a written format for the next step in their career journey
      i. AJHP: Tips for writing pharmacy residency letters of intent
      ii. ASHP Resource: Writing a Letter of Intent
8. Impostor Syndrome
   a. Pick 1-2 resources from the Impostor Syndrome Online Resources Outline to review and discuss strategies to combatting impostor syndrome.

9. Social Media Presence
   a. Discuss tips for using social media effectively and putting forth a professional image for future employers and coworkers, particularly as social media becomes a more professionally regarded tool for community outreach and professional development
      a. ASHP Resource: Social Media Dos and Don’ts (see bottom of page)
      b. ASHP Resource: Facebook Use for the Student Pharmacist
      c. ASHP Resource: LinkedIn Use for the Student Pharmacist
      d. ASHP Resource: Twitter Use for the Student Pharmacist
      e. HBR: The Best Ways to Use Social Media to Expand Your Network

10. Networking
    a. Discuss tips for building in-person and online presence and understanding how to maximize interactions with peers and possible employers
    b. View the following resources on networking and discuss any questions regarding the content
       i. ASHP Podcast: Student Perspectives for Virtual Interviews and Networking
       ii. AJHP: Building and maintaining a professional network

11. Leadership Readings Discussion
    a. Engage in a leadership discussion and initiate conversation on how you connect to the material, past experiences with the topics discussed, and how you will grow based off lessons learned
       i. ASHP Resource: Leadership Journal Club
       ii. ASHP Resource: Articles Sorted by Leadership Concepts
       iii. ASHP Resource: Recommended Articles and Books about Leadership
    b. Read or watch the 2006 Harvey A.K. Whitney Award recipient, Sara J. White, M.S., FASHP, lecture on Leadership and reflect on these discussion points regarding the topic after
       i. Review other Harvey A.K. Whitney Award Lectures and reflect on how key points of the lecture pertain to your practice

12. Well-Being and Resilience
    a. Review and reflect on the ASHP Workforce Well-Being and Resilience Resource Center
    b. View the ASHP webinar The Road to Resilience and Navigating Burnout
    c. View the ASHP Webinar Personal Development Strategies for New Pharmacist Practitioners and discuss new ways to grow work-life integration, stress management, and emotional well-being
13. Conflict Resolution
   a. Discuss the 5 Major Conflict Management Styles; reflect on how you fit these styles and how to complement the strengths and weaknesses of each style

14. Diversity, Equity, and Inclusion
   a. Listen to an ASHP podcast series on diversity, equity, and inclusion or review the Inclusion Center resources and reflect on the topic and how each member of the mentoring pair relates to the information discussed

15. Self-Assessments
   a. Scroll to pages 4-5 of the ASHP New Practitioners Forum Leadership Topic Discussions document for a list of Self-Assessment Tools you can take and discuss results with your mentor/mentee
   b. Take the ASHP Career Quiz and discuss your results with your mentor/mentee

16. Time Management
   a. Discuss the ASHP Connect Post 10 Time Management Tips for Success in Pharmacy School
   b. Read the 2007 AJHP Successful Skills column on Working Efficiently and reflect on ways you can utilize your time more effectively

17. Email Etiquette / Email Signatures
   a. Assist the mentee (particularly younger mentees) in developing or enhancing their email etiquette skills, such as for use when contacting potential mentors or employers in the goal of expanding their professional network and/or seeking a job opportunity
   a. Mentors can review the format of a professional email, email etiquette, and how to correctly address health care professionals.