



# Lexington Medical Society

## Mentorship Program

### Mid Cycle Check In

This guide will help you facilitate a discussion about the mentee progress are making towards their goals and if any changes should occur.

#### **Let's start with the end in Mind**

1. Is progress towards the goal(s) where we thought it would be at this point?	
2. Has anything significant come up that would prevent completion of the goal(s) set?	
3. With the information we now have, does the goal(s) still meet the SMART criteria?	
4. If everything is going well, is there a way to incorporate additional wins without compromising our original goals.	

#### ***Tweaks and adjustments***

1. Based on the progress being made towards the goals(s), should we be meeting more/less often?	
2. Does our method of meeting (in person, phone, virtual) work or do we need to change to something else?	
3. Looking ahead, am I able to continue the time commitments we've made, or need to make?	
4. Are we communicating well about meetings/cancellations/expectations/ground rules?	

***The safety value***

Based on what we've reviewed so far, is this a good match?

If so, please continue to the next section. If not, talk about ending the match, notify LMS Mentorship Program administrators.

***Moving forward***

Mentee:	
1. How is my communication? Is there anything I can do better in this area:	2.
3. Is there an area of development that I could be doing better in to help reach my goal(s)?	
4. Are there any questions I should be asking but I haven't?	

Mentor:	
1. Are there areas where you need more support in order to reach your goal(s)?	1.
2. Do you feel comfortable asking me questions not directly related to your goals, but also to your overall development?	
3. Is there anything I don't know about you that you think I should?	

**Lexington Medical Society Mentorship Program Administrator**

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