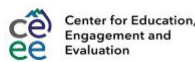


# Mentoring Communication Plan

*This document is a tool to create a communication plan for the mentorship duration. A communication plan is usually helpful for a mentorship relationship between a student and a researcher and is not usually developed for more senior mentoring relationships. Communication plans establish clear expectations for both the mentee and the mentor. Professional and respectful behavior is expected at all times, including in email and verbal communication between mentors and mentees. Identify if a communication plan would be helpful for your mentoring context. If you develop a communication plan, the form should be discussed between mentor and mentee before finalizing.*

Mentee Name:	Phone Number:
E-mail:	
Mentor Name:	Phone Number:
E-mail:	
<b>Preferred Methods of Communication</b> (email, text, video/zoom, etc.):	
Mentor:	Mentee:
<b>Check-ins:</b> How should the check-in meetings be structured? (e.g., prioritize tasks, technical support, updates, challenges, problem-solving, time management, work-life balance, career/graduate school options.)	
<b>Frequency:</b> How frequently will we check in with each other, and when? (e.g., daily, weekly, monthly, how long? 30 min?)	



<b>Responsiveness:</b> What are the expectations around responsiveness? What can we consider a timely response?	
<b>Calendar:</b> Who will create the calendar invites?	
How should the mentee prepare for a meeting? (create or add to agenda, include updates, discussion points, send agenda before meeting, share documents with enough lead time)	
How should the mentor prepare for a meeting? (create or add to agenda, include updates, discussion points, send agenda before meeting)	
<b>Assistance:</b> How should the mentee reach out if they need assistance?	
If one of us needs to cancel, how should it be handled? How should the mentee communicate if they need to miss a work day due to an illness or family situation?	
<b>Near-Peer Mentor/Other mentors:</b> Who can the mentee connect with for additional support? (peers, group members, colleagues, postdoc, grad student/postdoc association)	
Near-Peer Name:	Contact:
Is there a liaison or point of contact for the mentee to speak to if they have concerns?	
Name:	Contact:

