**Mentoring Plan Template**

The following is a template to guide you in creating your mentoring plan. Pick and choose the sections which are appropriate for your plan.

Career planning and professional development

* Work with postdocs to design an individual development plan describing their research, training, and career goals as well as the approaches they will take to achieve those goals. Review and revisit this plan on a regular basis.
* Set up a time to meet regularly with postdocs to discuss their progress on research projects and to identify and resolve any difficulties carrying out their work.
* Encourage postdocs to attend the workshops on career opportunities, resume writing, and interview skills.
	+ List workshops beneficial for career professional development from the Professional Development Catalog of Recurring Workshops or other career-related workshops or seminars.

Communication skills

* Provide postdocs opportunities to improve their ability to communicate research findings by presenting and obtaining feedback.
* Provide postdocs an opportunity to present their research.
* Provide postdocs, if possible, and opportunity to teach the research topic. This will give them experience presenting complex scientific information to an audience of non-experts, and it will provide valuable teaching experience.
* Encourage postdocs to attend the following professional development workshops to enhance their communication skills.
	+ List workshops beneficial for career professional development from the Professional Development Catalog of Recurring Workshops or other communication-related workshops or seminars*.*

Scientific and technical skills

* Provide guidance for postdocs to develop the scientific and technical skills necessary to carry out this research program.
* Provide postdocs the opportunity to add to their scientific knowledge by reading and discussing scientific literature related to this research.

Grants management

* Involve postdocs in the preparation of new grant applications and competing renewals.
* Encourage postdocs to apply for independent research support. Provide guidance as they develop these grant applications.
* Encourage postdocs to attend the following professional development workshops to enhance their grant management skills.
	+ List workshops beneficial for grant management professional development from the Professional Development Catalog of Recurring Workshops or other grant-related workshops or seminars.

Laboratory management

* Provide training to postdocs in lab safety and responsible conduct of research.
* Involve postdocs in day-to-day management of lab operations.
* Provide postdocs the opportunity to be involved in training and mentoring undergraduate and graduate students.