2026-2027 AAES MENTORSHIP PROGRAM

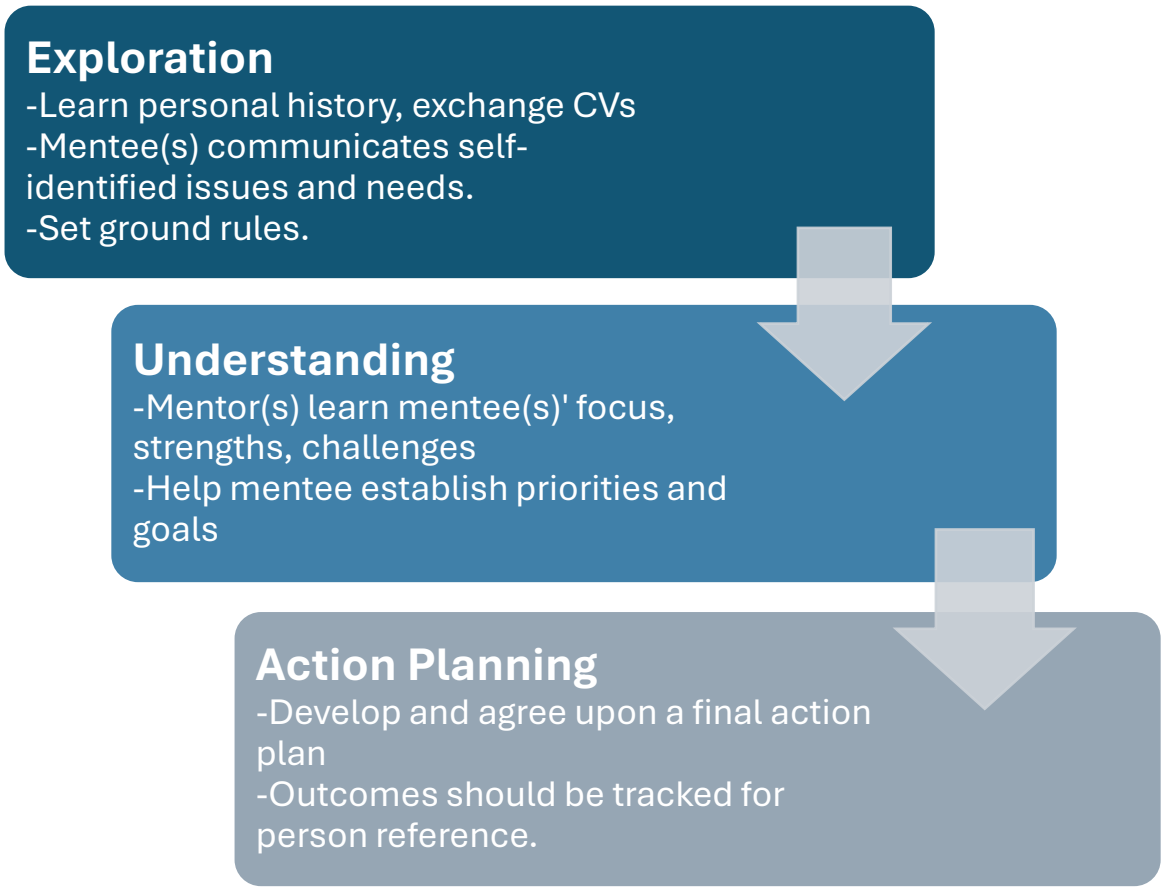
Presented by the Career Development and Leadership Committee

MENTORING PROGRAM TIMELINE

- **September 18, 2026**: Application deadline for Mentorship Program
- **October 9, 2026**: Match results released
- By **October 11, 2026**: Mentee initiates first contact with mentor
- By **November 1, 2026**: Mentor and Mentee(s) to complete and submit mentor program agreement (**appendix A**)
- By **November 28, 2026**: Mentee may opt-out of program, no questions asked.
- By **August 31, 2027**: Mentor and Mentee(s) submit year-end exit survey to AAES.

FOSTERING THE MENTOR-MENTEE RELATIONSHIP

Although each mentoring family/team will move through these stages at their own pace, the AAES Mentorship Program should be designed to help mentor-mentees move through all three stages at the conclusion of the 1-year formal program.



SUGGESTED GUIDELINES FOR MENTORING SESSIONS

Initial Mentoring Session

1. **Introduction**
    - Establish relationships – Take time to establish relationships at onset of the session. Each should summarize respective personal histories. Discuss the mentee's professional goals. Discuss the challenges, interests, or themes the mentee might be facing.
        i. Mentees can use the self-assessment form in **appendix B**
    - Set ground rules for future interaction/mentoring sessions – Establish rules, such as multitasking (texting, email). Determine the frequency of subsequent meetings/conference calls. Agree on conduct, such as confidentiality, no idea is a bad idea, etc.
2. **Learn more about each other**
    - Exchange CVs and each individual should take about 5 minutes to review the other's CV.
    - Discuss commonalities, common interests or themes
    - Mentors should give an impression of the following:
        i. Focus Area(s)
        ii. Service (involvement in committees or organizational work)
        iii. Scholarships
        iv. Previous mentoring experiences
        v. Documentation/capturing of experiences
3. **Discuss the development of an Action Plan (appendix C) by the mentee based on their goals and desired outcomes**
4. **Establish date and time of your first follow up meeting/call**

Subsequent mentoring sessions

1. **Communicate times and dates clearly**
    a. Remember time zones and clearly identify times. Always indicate the next conference call/meeting date and time.
2. **Set an agenda with sufficient lead time**
    a. Give each meeting/call a title or subject area to be covered. Establish the goals of the meeting/call and the action items to be addressed. Make pre-meeting/call preparation clear to the mentee (examples): Background reading, etc.
3. **Use conference call etiquette**
    a. Use the mute button when there is background noise and when typing. If background noise exists (airports, people on cell phones, knocks on the door, pages, etc.), address it directly. As the individual to try another means of calling in if needed.

Other considerations for the Mentoring Relationship

1. If working on a project together, discuss authorship on any abstracts, manuscripts, workshops, early on.
2. Provide and review timelines and deadlines often. Offer interim updates between scheduled meetings.
3. Establish a means of receiving feedback on your roles as a mentor.

SUGGESTED GUIDELINES FOR SUCCESSFUL MENTOR-MENTEE RELATIONSHIP

How to be a "good" mentor

There is no single best recipe to become a good mentor. Some behaviors and skills are more common in successful mentors such as being approachable, practicing active listening, and constructive questioning.

Some suggestions for the mentor:

- Allow the mentee to lead the agenda
- Focus on what the mentee wants and whether there are actual or perceived blocks for success.
- Empower the mentee to find their own solutions to their concerns
- Enable the mentee to verbalize her/his plan as this helps with building confidence, commitment to their goals, and encourages self-understanding.

How to be a "good" mentee

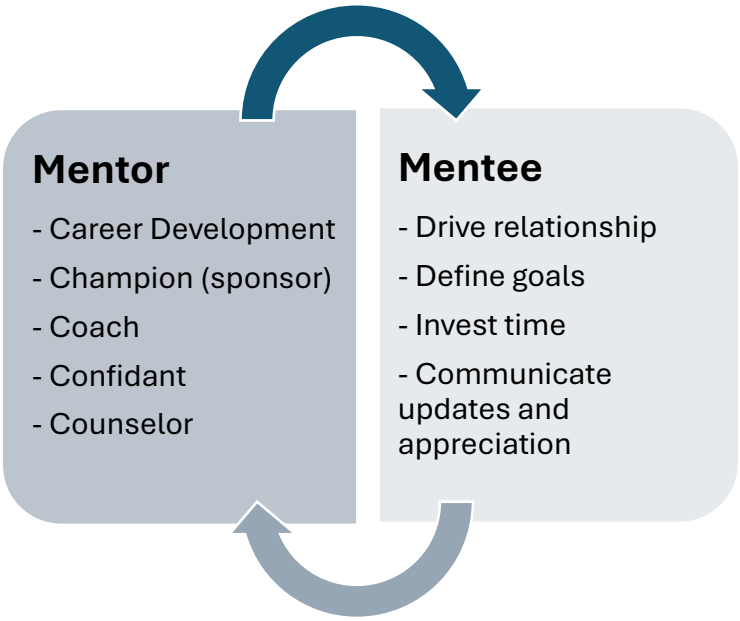
Mentees are most successful when they are open to new opportunities, focused, collaborative, motivated, invested and accountable. Regardless of the level of expertise of the mentee, it is her/his responsibility to identify the purpose of the mentoring relationship and to drive the agenda.

The mentee should not expect to be passive recipients of guidance of the mentor's wisdom; they must be active in identifying their needs and working to address them with the mentor.

Below are tips to optimize your success as a mentee.

10 Tips to be a Successful Mentee

- Drive the relationship. Know what you want from the mentor-mentee relationship. Tell your mentor how she/he can be helpful to you.
- Define your goals and desired outcomes.
- Invest enough time in the relationship. Schedule your mentor meetings and make them a priority. A minimum of 5 interactions is recommended over the course of one-year to establish a successful mentoring relationship.
- Develop an agenda (list of questions) for each mentor meeting.
- Maintain an open mind, and do not be afraid to be challenged.
- Ask your mentor for feedback periodically.
- Reflect on feedback from your mentor. What are you doing well? In what ways an you improve? Develop a personal improvement plan.
- Take advantage of opportunities your mentor offers you if it fits your career goals. For example, joining an AAES committee or taking on a leadership role in an organization that may lead to national recognition.
- Go to meetings with your mentor and ask your mentor to introduce you to people that you might want to collaborate with or who have similar interests.
- Tell your mentor how much the relationship has helped you or how much you appreciate the advice that has been given. Regularly update your mentor on your successes and explain how your mentor's work contributed.



APPENDIX A

Mentorship Program Agreement *REQUIRED

We request that the Mentor completes the agreement, signs and dates, and then forwards the form to the Mentee to complete. Once completed, Mentees should submit to info@endocrinesurgery.org. Mentorship Program Agreements are due **November 1, 2026**.

Commitment - Mentor

Mentor Name:	Click or tap here to enter text.
Best way to contact me:	Click or tap here to enter text.
Preferred meeting days:	Click or tap here to enter text.
Preferred meeting times:	Click or tap here to enter text.
Preferred meeting length:	Click or tap here to enter text.
Proposed frequency of meetings: (every other week, once a month, etc.)	Click or tap here to enter text.
Professional meetings I plan on attending this year where we could meet:	Click or tap here to enter text.

☐ If unforeseen circumstances arise and I cannot make the scheduled meeting, I commit to contacting my partner at least two hours beforehand.

Commitment - Mentee

Mentee Name:	Click or tap here to enter text.
Best way to contact me:	Click or tap here to enter text.
Preferred meeting days:	Click or tap here to enter text.
Preferred meeting times:	Click or tap here to enter text.
Preferred meeting length:	Click or tap here to enter text.
Proposed frequency of meetings: (every other week, once a month, etc.)	Click or tap here to enter text.
Professional meetings I plan on attending this year where we could meet:	Click or tap here to enter text.

☐ If unforeseen circumstances arise and I cannot make the scheduled meeting, I commit to contacting my partner at least two hours beforehand.

Confidentiality

Trust must trust and be trustworthy, to be trusted. It is one of the most, if not *the* most, important factor in a mentoring relationship. Mentoring partners will share information about one another throughout their association. Partners must be clear on the limits they place on the information they share. Establishing clear boundaries is a deep step toward building trust and a successful relationship.

What we discuss will stay between us, unless we give each other permission or ask for permission to share information with others.

Add any other conditions you each would like to agree on as part of the relationship:

Click or tap here to enter text.

Mentor Signature and Date: Click or tap here to enter text.

Mentee(s) Signature/Date: Click or tap here to enter text.

APPENDIX B

Mentee Self-Assessment

We request Mentees complete and submit their self-assessment forms to info@endocrinesurgery.org by **November 1, 2026**.

1. Where do you want to be in the next 5 years?
   ex: I want to be submitting my promotion application from Assistant to Associate Professor.

Click or tap here to enter text.

2. Identify the key elements needed to achieve the goal general:
   ex: Time to pursue academics away from clinical responsibility

Click or tap here to enter text.

3. List the assets, skills, and experiences that you currently bring to the table:

Click or tap here to enter text.

4. Are there weaknesses in training, skills, or experience that will impede your success?

Click or tap here to enter text.

5. Identify potential ways to "fix" each of these deficiencies:

Click or tap here to enter text.

6. What are the top three things you need from your mentor in order to be successful?
   ex: Reassurance, networking or committee project opportunities, assessment of goals and feedback

Click or tap here to enter text.

APPENDIX C

Mentee Action Plan

We request Mentees complete and submit their Action Plans to info@endocrinesurgery.org by **April 15, 2027**.

Mentee Name: Click or tap here to enter text.

Mentor Name: Click or tap here to enter text.

Mentee needs assessment and expectations of the program:

Click or tap here to enter text.

Mentee Goals:

Goals are lofty and broad and may be short term or long term

Ex: 1. Increase national networking ability 2. Obtain extramural funding for research 3. Develop sense of community with AAES members

Click or tap here to enter text.

Detailed Goals and Objectives:

For each goal identified above, identify the primary objective. What are the strategies, evidence, and timeline of the objective? ***(an example of this section can be found on page 14)***

Goal 1:	Click or tap here to enter text.
Objective:	Click or tap here to enter text.

Strategies	**Evidence**	**Timeline**
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Goal 2:	Click or tap here to enter text.
Objective:	Click or tap here to enter text.

Strategies	**Evidence**	**Timeline**
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Goal 3:	Click or tap here to enter text.
Objective:	Click or tap here to enter text.

Strategies	**Evidence**	**Timeline**
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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Example of Detailed Goals and Objectives

Goal 1:	Increase national networking ability
Objective:	Being able to attend and participate in national meetings.

Strategies	**Evidence**	**Timeline**
Attend AAES/ATA yearly	Will enable me to meet new people	2-3 years
Participate on national committees	Will enable me to meet new people	2-3 years

Goal 2:	Being able to join the AAES/ATA and actively participate
Objective:	

Strategies	**Evidence**	**Timeline**
Apply for spots once available	This will allow me to become an active participant	2 Years

Goal 3:	Managing work-life integration
Objective:	

Strategies	**Evidence**	**Timeline**
Setting up a schedule for work and home		1 year
Scheduling vacations twice a year		1 year
Not over committing at work		1 year