

Month	Topics
<p><b>July 2017</b></p> <ul style="list-style-type: none"> <li>• <b>Outline expectations of mentor/mentee relationships</b></li> <li>• <b>Share timeline for work within small mentoring groups</b></li> </ul>	<ul style="list-style-type: none"> <li>• Attend orientation session for GFA Pilot Mentoring Program at GFA Professional Development Conference (PDC).</li> <li>• Mentor/Mentee small group introductions</li> <li>• Make plans for future (phone) meetings</li> </ul>
<p><b>August 2017</b></p> <ul style="list-style-type: none"> <li>• <b>Mentors arrange for one-hour monthly meeting schedule</b></li> <li>• <b>Mentoring circle “meet and greet”</b></li> <li>• <b>Overview of the GFA</b></li> <li>• <b>GFA strategic plan</b></li> </ul>	<ul style="list-style-type: none"> <li>• Mentors coordinate monthly calls with assigned mentee group.</li> <li>• Introductions (if needed) and de-brief from GFA PDC</li> <li>• Review/revisit expectations if needed</li> <li>• Overview of the GFA leadership structure. Include AAMC staff support and GFA steering committee &amp; subcommittees.</li> <li>• Review GFA strategic plan.</li> </ul>
<p><b>September 2017</b></p> <ul style="list-style-type: none"> <li>• <b>Overview of GFA &amp; AAMC resources</b></li> <li>• <b>Overview of GFA Research Subcommittee</b></li> </ul>	<ul style="list-style-type: none"> <li>• Discussion of GFA and AAMC resources and where to find them. Include: <ul style="list-style-type: none"> <li>• GFA Website</li> <li>• GFA and GFA Professional Staff Listservs</li> <li>• GFA Toolkit</li> <li>• GFA Now</li> <li>• Academic Medicine journal</li> <li>• MedEd Portal</li> </ul> </li> <li>• Discussion of GFA Research Subcommittee work and goals.</li> </ul>
<p><b>October 2017</b></p> <ul style="list-style-type: none"> <li>• <b>Data resources available through AAMC</b></li> </ul>	<ul style="list-style-type: none"> <li>• Discussion of AAMC resources and how to access them. Include AAMC faculty-related data and search tools such as: <ul style="list-style-type: none"> <li>• Faculty Roster</li> <li>• Faculty Salary Survey</li> </ul> </li> </ul>

Month	Topics
<ul style="list-style-type: none"> <li>• <b>Overview of Professional Development Subcommittee</b></li> </ul>	<ul style="list-style-type: none"> <li>• AAMC Data Book</li> <li>• Faculty Forward Engagement Survey</li> <li>• Discussion of GFA Professional Development Subcommittee work.</li> <li>• GFA toolkit (Call for Submissions)</li> <li>• Webinars</li> <li>• Video blog</li> </ul>
<p><b>November 2017</b></p> <ul style="list-style-type: none"> <li>• <b>Overview of GFA Program Planning Subcommittee</b></li> <li>• <b>Overview of Membership &amp; Nominating Subcommittee</b></li> </ul>	<ul style="list-style-type: none"> <li>• Discussion of GFA Program Planning Subcommittee work and how to get involved in the Professional Development Conference:</li> <li>• Submit a proposal for sessions/posters/INRoADs</li> <li>• Provide submission deadline for Call for Abstracts</li> <li>• Discussion of GFA Membership &amp; Nominating Subcommittee work:</li> <li>• GFA Listserv &amp; GFA Professional Staff Listserv</li> <li>• Carole J. Bland Awards (Individual &amp; Institutional)</li> <li>• Call for Elections to GFA Steering Committee &amp; Subcommittees</li> <li>• GFA Pilot Mentoring Program</li> </ul>
<p><b>December 2017</b></p> <ul style="list-style-type: none"> <li>• <b>Overview of Communications Subcommittee</b></li> <li>• <b>Program Survey</b></li> </ul>	<ul style="list-style-type: none"> <li>• Discussion of GFA Communication Subcommittee work:</li> <li>• GFA Now</li> <li>• Social Media</li> <li>• Call for all things video</li> <li>• Follow-up Survey</li> </ul>
<p><b>May 2018</b></p> <ul style="list-style-type: none"> <li>• <b>Wrap-up &amp; Overview of year's work together</b></li> </ul>	<ul style="list-style-type: none"> <li>• Navigating the upcoming GFA Professional Development Conference</li> <li>• General discussion of the year's work together and hot topics as determined by mentees/mentors.</li> <li>• Transition plan: will the Mentoring Circle continue to meet?</li> </ul>

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<p><b>July 2018</b></p> <ul style="list-style-type: none"><li>• <b>Professional Development Conference</b></li><li>• <b>One-Year program evaluation survey of mentors/mentees</b></li></ul>	<ul style="list-style-type: none"><li>• End-of-program evaluation survey (completed online)</li><li>• In person– GFA Professional Development Conference</li></ul>