



GUIDE FOR MENTORSHIP PROGRAMME MEETINGS:

In order to ensure a smooth process, we would like to provide you with some guidance on how to move along with the meetings, stay engaged, and ensure that both mentor and mentee get the most out of this experience.

Role of a Facilitator

- Every mentor-mentee pair will have an assigned person from the programme—a facilitator—who will be at your service if you have any questions or need assistance setting up the meeting.
- A facilitator will **not** attend your meetings, to ensure that the mentor and mentee are able to develop a connection, without external disturbances
- After the 1st, 3rd, 6th, 9th and 12th month meetings, the mentor-mentee pair will be contacted to ensure that meetings are taking place, and the process is going as planned.
- After the 3rd meeting, the mentee has a chance to change the mentor if the process is not going as planned. After the 9th meeting, the mentor-mentee pair will be asked if they would like to continue for another year as a pair (you will be contacted, there is no need to remember those dates).
- After the 12th meeting, both will be asked to fill out short feedback forms.

Meeting platform:

To be agreed between the pair, who will set up the meetings.

1. **Online meetings:** Microsoft Teams/Zoom platforms are recommended.
 - Both have the option to set up meetings for free by installing the relevant software;
 - both have a video option, and we suggest using it to make calls more relatable and personal;
 - if both mentor/mentee are more comfortable using any other platforms- that is completely up to them;
 - if needed a facilitator can help set up the first meeting.
2. **Face-to-face meetings:** if both mentor and mentee are based in the same country/city, they might consider at least occasional face-to-face meet-ups.
 - During the mentorship period (1 year up to 2 years), depending on the financial possibilities of the mentor's institution, we advise organizing and supporting the mentee for one onsite meeting (during a conference or as a visitor to the mentor's clinic).

Guide for the meeting:

1. During your first meeting, we encourage a pair to get to know each other and **set clear and measurable objectives and goals**. They may be modified during the process, but it is important to establish and keep them in mind, to get the most out of the programme. For example, the mentee wants to be involved in research and has never done it before. Together with a mentor, they make the following plan:
 - a) establish areas of interest for research;
 - b) identify the tools needed (learning how to do a literature search, statistics, courses, webinars which can help etc.);
 - c) eventually involving the mentee in a research project at the mentor's institution;
 - d) connecting the mentee with another clinic where they can evolve and establish new networks.
2. Establish **clear expectations** regarding the roles and responsibilities of both mentor and mentee.
3. Develop a **structured framework**: meeting schedules, topics for discussion, and milestones in progress.
4. We strongly advise both mentors and mentees to **keep notes** on the progress and plans. This will be only for your own reference, but it is likely to help both mentor and mentee stay engaged.
5. **Regular communication**. Make sure to ask for feedback from the mentor and keep regular once-a-month meetings and check-ins. Open communication and a supportive environment will ensure that mentees feel comfortable seeking advice from mentors (transparent, direct communication).
6. **Confidentiality and respect**. Create a safe and supportive environment for the mentee to be comfortable sharing their challenges, concerns, and aspirations. Respect each other's time and show up for the planned meeting; in case of absence, inform in advance. The mentee is expected to move along with the plan and show active effort, respecting the mentor's time and efforts towards the mentorship.
7. **Recognition and celebration**. We strongly encourage you to recognize and celebrate achievements during the process, to share those, and to be a much-needed example for others, of the positive influence mentorship can have in vascular surgery.

We wish you a great start. If you have any questions, do not hesitate to contact us at

evst@esvs.org or your facilitator via personal email.

We wish you the best of luck!