




GEORGIA BIOED^{Institute}

emerging leaders network

ELN Mentor Program



Georgia BioEd has a vested interest in building up young professionals in the life sciences community in the state of Georgia to empower the next generation of leaders. Mentorship serves as a key component of accomplishing this goal, and Georgia has no shortage of leaders in life sciences that can serve as excellent mentors.

SPRING SESSION 2021

PROGRAM: Mentee Bootcamp + Pairing and Meeting with Two Industry Mentors

Bootcamp: professional development sessions (with deliverables):

- Demystifying the CV
- Cruising a Career Fair
- Nailed It! *The Interview*
- Detangling the Web of Networking

DATES

April 5: registration opens

April 26: bootcamp begins

May through August: Mentees meet with each of their 2 mentors, twice

August: Wrap-up meeting for Mentors and Mentees,

*Potential in-person Networking Event



[REGISTER HERE](#)

Mentee Guidance

Requirements:

- **Professional Development Sessions** to hone skills before meeting mentor.
 - We strongly encourage you attend all 4 live sessions, as the discussion/Q+A opportunities are invaluable. However, we understand that's not always possible, so we only require 2 of the 4 sessions be attended live.
 - Sessions will cover the following topics:
 - 4/26: Kick-Off; Demystifying the C.V. (Writing a C.V., C.V. vs. resume)
 - 4/28: Cruising a Career Fair (How to navigate career fairs- virtual and in-person)
 - 5/3: Nailed It! The Interview (Essentials of interviewing)
 - 5/5: Detangling the Web of Networking (Building and interacting with a network, etiquette)
- **Two Virtual Housekeeping Meetings**
 - Initial meeting with all mentors and mentees (Friday, May 7 at 10 am). All participants will meet each other and expectations will be clarified.
 - Post-program meeting to debrief
- **Two Virtual Meetings** with each mentor (each mentee will have up to two mentors)
 - Mentors are free to continue relationship past two virtual meetings, but we only for a minimum of two as part of the program
- **Two Feedback Surveys** used to continue to improve this program!
 - Links will be provided at the conclusion of the PD sessions and the program

Goal Setting:

- Mentees should have a clear “ask” and come prepared to each conversation with mentors
 - Before the first meeting, set some desired goals of the mentor/mentee relationship.
- Mentees may want to obtain feedback on the topics learned about and deliverables from the P.D. sessions (sessions listed above). Please send these documents to your mentor.

Mentor Meeting Structure Suggestion:

(The following is purely a suggestion—you are free to structure the conversations according to your needs:)

- **Meeting One:**
 - Introductions and goal discussion
 - Share deliverables from PD sessions (resume, LinkedIn updates, sample emails, etc.)
 - Determine goals and homework (Example: research companies, careers, or other professionals)
- **Meeting Two**
 - Follow up/catch up on goals and homework
 - Final advice and discuss next steps (if applicable)

Example Goal Setting Template for Discussion with Mentor:

Goal	Activities/Steps to Accomplish Goal	Timeline

ELN Mentor Program

Professional Development Sessions

Below are the descriptions and deliverables for each of the four sessions:

Session M/W 12:00-1:00 pm	Description	Deliverable
April 26th Session 1: <i>Demystifying the C.V. (and program kick-off)</i>	Writing a curriculum vitae can seem daunting. This session will compare CVs and Resumes, when to use which one, and how to best highlight your accomplishments. Bring your CV or resume to share for tips.	Submit a revised C.V. or resume. In your email submission, include a description of any changes that you made based on the session.
April 28th Session 2: <i>Cruising the Career Fair</i>	In-person career fairs can be tough, and virtual fairs offer a different set of challenges! This session will give you an idea of how you should navigate career fairs: virtual and in-person. How to approach, what to ask, and more!	Draft a professional email that you would send to a representative that you met at the career fair.
May 3rd Session 3: <i>Nailed it! The interview</i>	You're scheduled for an interview! Now what? Learn the essentials that will make you stand out against the competition.	Draft a follow-up thank you email that you would send post-interview.
May 5th Session 4: <i>Detangling the Web of Networking</i>	Creating a strong network is essential to professional growth and opportunity. This session will offer pointers on how to build and interact with your network.	Please submit: <ul style="list-style-type: none">• A link to your updated LinkedIn• A list of questions and topics for first mentoring session