<table>
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<th>Time</th>
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| 8:00-8:50 | Introduction to Mentoring | Definitions and type of mentoring  
Benefits and recognition of mentoring including at Emory | Lead: Russell Kempker  
Co-lead: Meena Prasad |
|          | **Coffee Break**      | **Coffee Break**                                                       |                               |
| 9:05-9:50 | Aligning Expectations | How to establish mutually beneficial expectations  
How to clearly communicate and align expectations  
Understand factors that may influence expectations from mentor/mentee | Lead: Meena Prasad  
Co-lead: Amir Rezvan |
|          | **Coffee Break**      | **Coffee Break**                                                       |                               |
| 10:10-11:00 | Effective Communication | Providing and receiving constructive feedback  
Identifying different communication styles  
Strategies for improving communication | Lead: Vandana Niyyar  
Co-lead: Russell Kempker |
|          | **Coffee Break**      | **Coffee Break**                                                       |                               |
| 11:10-12:00 | Professional Development | Discussion of “Mentoring Malpractice”  
Practical tools to use for guiding and evaluating mentoring relationships | Lead: Amir Rezvan  
Co-lead: Vandana Niyyar |