**Mentoring Plan, Name of Post doc, CEE/MIT**

By: Supervisor Name

Date:

**Overview**

An overview of the project the postdoc is working on with accomplishments from the previous year and goals for the following year. Role of the mentor/supervisor (regular meetings, training, etc).

**Specifics of the postdoctoral work in the following areas:**

***Communication***

* Expectations/plan regarding collaboration(s), meetings, trainings etc.

***Research Progress***

* Expectations for and tracking of research progress.

***Supervisory and Mentoring Skills***

* Plan for development of the postdoc supervisory and mentoring skills. For example, students supervised, team meeting presentations, etc.

***Scientific Writing***

* Expectations/plan regarding publications, grant proposals, etc.

***Assistance with Teaching***

* Expectations/plan regarding assistance with particular teaching activities (course number, effort involved etc.)

***Presentation skills***

* Expectations/plan regarding group presentations, seminar talks, etc.

***Critical assessment skills***

* Expectations/plan regarding opportunities to comment on others’ work.

***Networking***

* Networking plan for the year.