# Mentorship Tool N°2

## **Mentor and Mentee Information Sharing Template**

Dear Mentor/Mentee, you have been selected as part of the Global Laboratory Leadership Programme in *XX (country)*. Please, complete the following questions to help us familiarize ourselves with your skills set. Thank you.

First Name: Last Name:

Title: Organization:

Email: Telephone number:

Do you have access to a stable internet connection?

Do you have access to a computer which you will use to access course material and sessions?

1. **Your professional experience**

Specialty:

Highest diploma and year obtained:

Total number of years of laboratory experience:

Total number of years of laboratory management experience:

Total number of years of laboratory quality management system experience (please specify):

Total number of years of laboratory biosafety and biosecurity experience:

Total number of years of disease surveillance and outbreak investigation experience:

Total number of years of emergency preparedness, response, and recovery experience:

Total number of years of research experience as of today:

1. **Relevant training programmes attended**

Did you attend any of the training programmes listed below? If yes please, mention the year of the most recent training.

|  |  |  |  |
| --- | --- | --- | --- |
| Competencies targeted by the Training Programme | Yes | No | Year |
| Laboratory System (Policy development, Legal framework, Information systems, Infrastructure design, Workforce) | ​​☐​ | ​​☐​ |  |
| Leadership (Strategic planning, Organizational leadership, Critical thinking, Decision making, Problem solving, Partnership/coalition building, Ethics & integrity) | ​​☐​ | ​​☐​ |  |
| Management (General management, Budgeting and financial management, People management) | ​​☐​ | ​​☐​ |  |
| Communication (General communication skills, Proposal writing, Media relations, Risk communication, Scientific communication) | ​​☐​ | ​​☐​ |  |
| Quality Management System | ​​☐​ | ​​☐​ |  |
| Biosafety and Biosecurity | ​​☐​ | ​​☐​ |  |
| Disease surveillance and outbreak investigation | ​​☐​ | ​​☐​ |  |
| Emergency preparedness, response and recovery | ​​☐​ | ​​☐​ |  |
| Research | ​​☐​ | ​​☐​ |  |

Other trainings please specify title and year:

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1. **Your areas of interest and knowledge improvement**

During the programme mentees will implement small and/or Capstone projects or activities based on mentees' needs, the needs of their country and/or laboratory or institution.

Please propose at least three topics or areas that may be of interest or value that you would like to work on for improvement of your knowledge and skills.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General notes:

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1. **Attach a copy of your CV or resume**