



FLC

Federal Laboratory Consortium
for Technology Transfer

**Mentorship Program
2025**

Welcome.

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Dear Mentorship Program Participant,

Thank you for taking part in our FLC Mentorship Program, which connects experienced technology transfer (T2) professionals with those seeking guidance and support in their roles. Our goal is to help you grow professionally and expand your T2 community.

Technology transfer is often called a contact sport — and for good reason: T2 relies on relationships. This mentoring program provides the opportunity to connect with a colleague in another agency and share knowledge, experiences, successes, and challenges in the field of technology transfer. Through this process, you'll not only strengthen your professional skills but also broaden your understanding of how other agencies conduct T2. Furthermore, the impact of your relationship and exchange of ideas will ripple out to benefit your team, your lab, the broader T2 community, and the nation.

FLC's mission is to help laboratories maximize the impact of technology transfer for the benefit of the United States. Our vision is to be the leading resource and voice for technology transfer, and we believe that this program helps us realize that vision by providing you with the tools you need to continue to grow and excel in your career.

We encourage open discussion and idea-sharing among the professionals participating in this program. Additionally, we welcome your questions and feedback to help us ensure a valuable experience for you as well as future participants. Please contact us at cbrownson@federallabs.org.

Thank you for your commitment to fostering a culture of continuous learning and mentorship. We hope that the FLC Mentorship Program exceeds your expectations for T2 support and growth.

Sincerely,

A handwritten signature in black ink that reads 'Whitney Hastings'.

Whitney Hastings
FLC Chair

In this mentorship program, a mentee will learn from their mentor, someone who has experience in the area in which the mentee is seeking guidance. A mentor serves as a sounding board who also challenges their mentee's thinking.

The mentorship journey is a mutually beneficial experience: It is an opportunity for both mentor and mentee to grow and reflect. It is also a safe place where a mentee can do deep thinking, explore their ideas, be open to new ideas, and ask for advice (Hodgson, 2023).

This six-month program's key features include:

- **Mentor Match:** Mentors and mentees will be matched based on skills, experience, and career goals.
- **Regular Meetings:** Pairs are expected to meet regularly to set goals and discuss technology transfer successes, pitfalls, and other topics.
- **Curriculum:** Mentors and mentees will have access to the FLC Learning Center and course suggestions based on individual needs.
- **Subject-Matter Led Meetings:** Group meetings will be held every month that highlight topics determined by participants of the mentorship program.
- **Regular Feedback:** The program leader will check in every two months to ensure the matches are a good fit and address comments, concerns, or suggestions for improvement.

THE MENTOR

There are many benefits of serving as a mentor:

1. You have a chance to help someone achieve their goals.
2. The experience is mutually beneficial. You will learn from your mentee, just as they will learn from you!
3. You get to share your experiences and insight into T2.
4. You'll extend your professional network.

THE 7 STRENGTHS OF HIGHLY EFFECTIVE MENTORS

P.R.E.S.E.N.T.



THE 7 STRENGTHS OF HIGHLY EFFECTIVE MENTORS MODEL
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Helpful tips:

1. Be a guide and support your mentee.
2. Communicate and listen.
3. Provide constructive feedback.
4. Share your experiences.
5. Set goals.
6. Celebrate milestones.

Figure 1 Hodgson, Catherine. *The Mentoring Roadmap: The Ultimate Guide for Mentors and Mentees*. Staging Post.

THE MENTEE

There are many benefits of being a mentee:

1. Improve your skill set.
2. Expand your network.
3. Build a portfolio.
4. Learn from another's experience.

P.R.E.P.A.R.E.



Helpful tips:

1. Clarify expectations with your mentor.
2. Take ownership of your learning.
3. Define goals.
4. Ask for specific advice.
5. Be prepared for meetings.
6. Understand that your mentor's time is valuable.

Figure 2: Hodgson, Catherine.
The Mentoring Roadmap: The Ultimate Guide
for Mentors and Mentees. Staging Post.

Please fill out this worksheet before your first meeting with your mentor

| | | |
|---------------------------------------------------------------------------------------|---------|---------|
| List different areas that you are dealing with in your work and personal life. | | |
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| Filter the list and reduce to three areas that would be relevant to mentoring. | | |
| Area 1: | Area 2: | Area 3: |
| Define and clarify three primary goals. | | |
| Goal 1: | Goal 2: | Goal 3: |
| What do you need from your mentor to achieve these goals? | | |
| What are some roadblocks that might prevent you from achieving these goals? | | |
| Write down a timeline and actions to achieve each goal. | | |
| Goal 1: | Goal 2: | Goal 3: |

To supplement your mentorship journey, you also have access to FLC's Learning Center. The Learning Center houses a library of webinars, instructional videos, interactive courses, resources, Member Connects, industry and tech events, and other resources to enhance your learning.

Based on information collected from program participants, we have curated the list of content below as a starting point for your educational journey.

| Topic | Type | Direct Link |
|--------------------------------------------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CRADA | Interactive Course | https://www.pathlms.com/flc/courses/54979%20 |
| CRADA | Instructional Video | https://www.pathlms.com/flc/courses/107285/sections/117928/video_presentations/358040 |
| License Agreements | Webinar | https://www.pathlms.com/flc/courses/109127 |
| IP License Agreements | Webinar | https://www.pathlms.com/flc/courses/109128 |
| Non-Disclosure Agreements | Instructional Video | https://www.pathlms.com/flc/courses/51782 |
| ROI Lab to Market | Instructional Video | https://www.pathlms.com/flc/courses/51345/video_presentations/255734 |
| NSF Advancing Technology, Innovation, and Partnerships | Member Connect | https://www.pathlms.com/flc/courses/106365 |
| National Security Innovation Network | Member Connect | https://www.pathlms.com/flc/courses/106367 |

If this is your first time as a mentor or mentee, you may not know where to start. The agenda below is an example for your first meeting with your mentor/mentee.

| Topic | Suggested Content | Estimated Time |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Introduction | Introduce Yourself (personal, professional) In what capacity do you serve technology transfer? | 15-20 minutes |
| Build Norms | Honesty, openness Confidentiality Listen and provide feedback How often to meet, set dates Preferred method of contact (i.e. email, chat, text, etc.) Preparedness for meetings | 5-10 minutes |
| Mentoring Beliefs | What is expected of a mentor? What is expected of a mentee? How frequently should we meet? Do we agree on these expectations? | 10-15 minutes |
| Looking Ahead | What are the current challenges that the mentee is having that prompted them to participate? What would the mentee like to work on during this time? (e.g. understanding agreements, patent management, etc.). Write these down. | 15-20 minutes |
| Closing | Mentee is responsible for agenda for next meeting. Summarize information from this meeting so both parties are on the same page. | 2-5 minutes |

If this is your first time as a mentor or mentee, you may not know where to start. The agenda below is an example for your first meeting with your mentor/mentee.

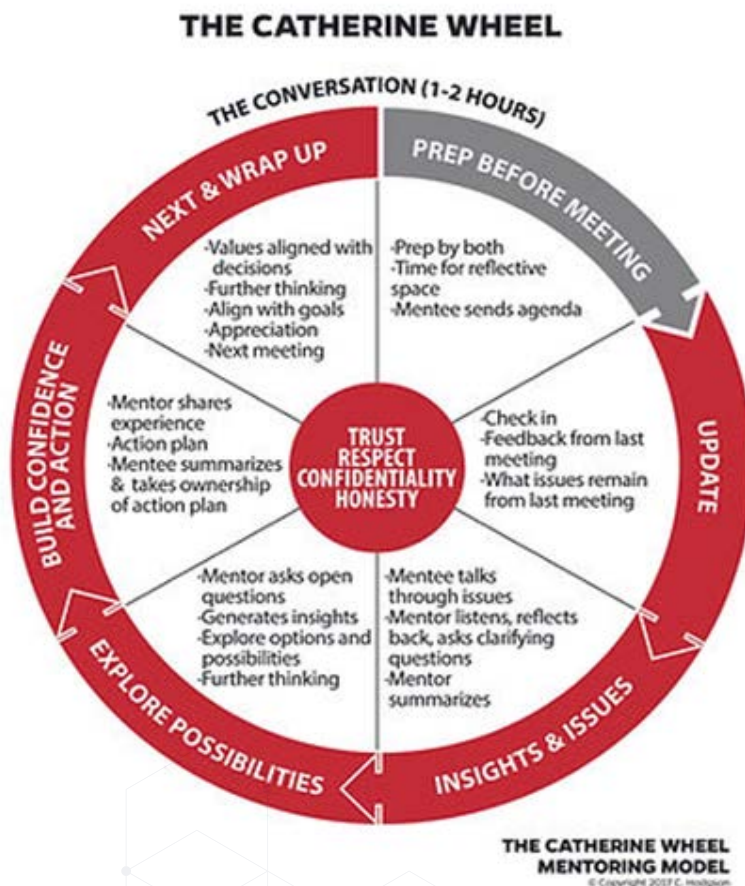


Figure 3 Hodgson, Catherine.
The Mentoring Roadmap: The Ultimate Guide
for Mentors and Mentees. Staging Post.

Gaining rapport is crucial in a mentorship program. Please use the template below to help your mentor/mentee get to know a little about you

| | |
|-------------------------------------------------------------------------------------------------------------------|---------------------|
| Name: | Agency/Affiliation: |
| Years in Technology Transfer: | Title: |
| Use this space to write a few items about you (hobbies, skills, family, traits, etc.). | |
| | |
| | |
| | |
| Use this space to write a few professional items about you (skills, department, collaboration, your role). | |
| | |
| | |
| | |



Preparing for the First Meeting

STRENGTHS

What do you do well?
What unique resources can you draw upon?
What do others see as your strengths?

WEAKNESSES

What could you improve?
Where do you have fewer resources than others?
What are others likely to see as weaknesses?

OPPORTUNITIES

What opportunities are open to you?
What trends could you take advantage of?
How can you turn your strengths into opportunities?

THREATS

What threats could harm you?
What is your competition doing?
What threats do your weaknesses expose to you?

It is important to identify the main reasons you have chosen to participate in this program. To help guide you, fill out the following sections before your first meeting.

| Mentee | Mentor |
|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| What are five things I value most? (https://high5test.com/) | What are five things I value most? (https://high5test.com/) |
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |
| 5. | 5. |
| What energizes me? | What energizes me? |
| What do I want to get out of this mentoring process? | What do I want to get out of this mentoring process? |
| What do I expect from my mentor? | What do I expect from my mentor? |
| What can I offer my mentor? | What can I offer my mentor? |
| What are my aspirations in my career? | What are my aspirations in my career? |
| What do I want to improve in my career? | What do I want to improve in my career? |

Preparing for the First Meeting

| | |
|-------------------------------|--|
| Partner's Contact Information | |
| 1 st Meeting Date | |
| 2 nd Meeting Date | |
| 3 rd Meeting Date | |
| 4 th Meeting Date | |
| 5 th Meeting Date | |
| 6 th Meeting Date | |
| 7 th Meeting Date | |
| 8 th Meeting Date | |
| 9 th Meeting Date | |
| 10 th Meeting Date | |
| 11 th Meeting Date | |
| 12 th Meeting Date | |

FLC MENTORSHIP TEAM



Whitney Hastings
FLC Chair



Paul Zielinski
FLC Executive Director



Jeff DiTullio
FLC Educate Chair



David Kistin
FLC Member
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Courtney Bronson, EdD
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Mentorship Program 2025

Contact Information

Should you have any questions, comments, or concerns,
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