Mentoring Session Objectives

Mentoring Session	Objectives	Agenda/Activities
Pre-training: Orientation	• Build an effective mentor-participant relationship • Establish expectations • Guide participants to identify and state the health problem using available data	• Review with participants the goals of, and mentor's role in, mentoring sessions. • Begin providing feedback and guidance to group(s). Determine data variables and data sources that can address the health problem. • Develop literature-review plan with participants for the problem statement. • Participants begin working on Deliverables document. • Participants review Deliverables document with program manager and obtain feedback. • Determine meeting schedule (on-site/remote) and expectations.
D2P Session 1	• As participants develop content for the policy brief, guide them through Steps 1-5 of the 10 Steps • Work with participants to finalize the problem statement • Guide participants to develop policy options	• Review team progress and work to be completed. • Continue refining problem statement with data to finalize statement. • Complete detailed stakeholder mapping or analysis. • Complete root-cause analysis and select modifiable causes (fishbone diagram). • Perform literature review to identify evidence-based policy options. • Complete decision analyses, draft description of identified policy options and begin creating cost inventory for each option. Develop a plan for conducting economic evaluations and decision tree model. • Identify data gaps and additional data sources needed. • Determine meeting schedule (on-site/remote) and expectations.

Mentoring Session	Objectives	Agenda/Activities
Between D2P Session 1 & Session 2	• Obtain stakeholders' and supervisors' feedback and input • Guide participants to assess data gaps and find solutions for addressing those gaps • Perform economic evaluations	• Review team progress and areas where participants need help, their knowledge gaps and helpful resources. • Engage stakeholders and conduct stakeholder analysis. • Complete a cost inventory for each option. • Create data visualizations. • Review and discuss stakeholder input and feedback. • Perform additional literature reviews of policy options' effectiveness. • Evaluate the health impact of the policy option on the population. • Identify additional data needed to complete decision-analysis of policy options. • Perform economic analysis.
D2P Session 2	• Guide participants through Steps 6-10 of the 10 Steps so they can develop content for the policy brief and presentation • Evaluate the economic and health impact of the policy option • Finalize policy brief and presentation	• Review team progress and areas where participants need help, their knowledge gaps and helpful resources. • Continue assessing the health and economic impact of policy options. • Discuss and draft plans to describe results of data analysis. • Review and finalize the best method(s) of data visualization. • Complete unfinished sections of the policy brief and presentation. • Review team progress and readiness to present. • Provide presentation tips. • Finalize policy brief and presentation.
Post-training: Dissemination	• Continued dissemination to key stakeholders & decision-makers to advocate for and to promote policy change	• Review team progress and how participants feel about their progress. • Identify participant assistance needs. • Continue work on the policy brief presentation. • Complete unfinished tasks from previous sessions as needed.