

FIRST MEETING CHECKLIST | MENTEE

You never get a second chance for a first impression, so try to put your best foot forward when you meet your mentor for the first time.

Here are a number of tips that will help you prepare for and navigate successfully through your first meeting and set you up for a great mentoring relationship.

1 before the meeting

- ✓ Remember that you are in the driver's seat and responsible for organizing the first meeting with your mentor. Contact the mentor using the email address provided by MCI and arrange the first meeting. Remember that your mentor is probably very busy, so offer some alternatives and be flexible.
- ✓ Check out your mentor's digital footprint. You have read his/her MCI mentoring profile online, but they may have a presence on social media platforms such as LinkedIn, Twitter, Facebook, etc. Maybe they also have a professional website at work or a blog.
- ✓ Take some time to prepare your parts of the mentoring contract. This will help you focus on your goals and expectations so you are ready to discuss them in the meeting.
- ✓ In particular, be ready to explain why you have registered for the mentoring program. Your mentor has seen your application, however they will probably ask you in person what you want to achieve.
- ✓ Make sure you bring the mentoring contract along with you to the first meeting.

2 during the first meeting

- ✓ Observe meeting etiquette. Be courteous and respectful, stick to the arranged time, and let your mentor know you appreciate his/her efforts.
- ✓ Maximise your benefit from the meeting. Be open and don't be shy to ask questions and talk about your expectations. You may like to take some notes to record the main points.
- ✓ Make sure you discuss organization questions such as frequency, duration and place of meetings. Your mentoring contract will help with this.
- ✓ Your first meeting should end with you both having an agreed version of the mentoring contract. This will be the basis for your mentoring relationship. It is up to you to include your mentor's parts in one document and finalise it.
- ✓ Arrange a time and place for your next meeting.

3 after the first meeting

- ✓ Follow up with a summary email, which includes the digital final version of your agreed mentoring contract.
- ✓ Thank your mentor for his/her time and efforts and remind them of the second meeting.
- ✓ Record your thoughts and reflections in your mentoring log book.