

FIRST MEETING CHECKLIST | MENTOR

The first meeting is an important milestone in setting up a good mentoring relationship. It might also be a slightly daunting event for your mentee. He/she might be nervous or shy.

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

- ✓ You have been sent your mentees application and CV. It is a good idea to review these before the first meeting. You might find some similarities or common interests in your bios. This might also raise some questions you want to ask.
- ✓ You have attended or watched the MCI Mentoring webinar. You might like to revise the key points conveyed to get started as a mentor.
- ✓ Consider your own experience and strengths, and what you can bring to the relationship.
- ✓ Take some time to prepare your parts of the mentoring contract. This will help you focus on your role so you are ready to discuss this in the meeting. Make sure you bring the mentoring contract along with you to the first meeting.
- ✓ Even though the mentee is responsible for organizing your meetings and driving the process, they will rely on your guidance in terms of how you interact, the level of formality of your relationship, the atmosphere in your meetings, etc. Consider how you can best get this off to a good footing.

2 during the first meeting

- ✓ Introduce yourself to the mentee. They have probably done some research on your persona but give them a brief personal insight into your career and life.
- ✓ Let your mentee know why you are offering your time for this program.
- ✓ 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 the mentee to include your parts in one document and finalize it.
- ✓ Try to come away with a first idea of what your mentees is looking for in this relationship, so you can start planning your mentoring approach and how you can best guide and assist him/her.
- ✓ Agree on a time and place for your next meeting.

3 after the first meeting

- ✓ Record your thoughts and reflections in your mentoring log book.