**The First Meeting**

Checklist for Mentors



To get the most out of your mentoring relationship – and move past possible pitfalls – we recommend running through this check list before, during and after the first meeting with your mentee.

**Before your first meeting:**

1. Send a quick message to introduce yourself to your mentee.
2. Complete and be prepared to share your biography with your mentee.
3. Consider your own experience and strengths, and what you’ll bring to the relationship.
4. Consider what you want to get out of the mentoring relationship – this is a two-way street.

**At the first meeting:**

1. It can seem dry and impersonal, but start off by setting the parameters of your relationship – how often should you connect and how will you communicate? Getting the housekeeping out of the way first can be a great ice-breaker.
2. Review your bios with one another and give a brief overview of your career highlights and relevant experience.
3. Why are you here? Let your mentee know why you’re offering your time back a part of this relationship, and how mentors have helped you along the way.
4. Make sure you come away with a clear idea of what your mentee is looking for in this relationship, so you can start planning how you can best assist and guide them in achieving their goals.

**After the first meeting:**

1. Consider what you discussed and how you can best support your mentee.
2. Be clear on next steps and any action items for your next meeting.
3. Share any articles, blogs, video’s or books you’ve enjoyed and start looking for opportunities to help your mentee grow!