**The First Meeting**

Checklist for Mentees



To get the most out of your mentoring relationship – and maneuver through potential roadblocks – we recommend running through this check list before, during and after the first meeting with your mentor.

**Before your first meeting:**

1. Check out your mentors digital footprint – are they are LinkedIn or Twitter? Where do they work and how long have they been with GCNA?
2. Complete and be prepared to share your biography with your mentor.
3. Begin work on your personal SWOT analysis as well as the goals you have from the mentoring relationship.
4. Think and share with your mentor how you believe they will best be able to assist you.

**At the first meeting:**

1. Confirm the expectations of your relationship – how will you communicate, when, where and what will be the frequency of your meetings.
2. Share the agenda for your meetings to ensure time is being spent appropriately.
3. Share biographies and begin building a relationship with your mentor.
4. Share your SWOT and development goals.

**After the first meeting:**

1. Send a follow-up email high-lighting key discussion points to include agreed upon next steps.
2. Connect with your mentor on LinkedIn and any other relevant social media sites.
3. Schedule follow-up meeting sessions and include the projected outcomes for each.
4. Continue working on your SWOT and Development Goals and continue to share with your mentor.