

First Meeting Suggested Agenda

Consider using this agenda in preparation of your first meeting with your mentor. You drive your own learning experience. Come into the mentoring experience prepared with sharing what you wish to achieve from this relationship.

1. Share your story
 - a. Mentor and mentee each introduce themselves
 - b. Mentor shares their current role and responsibilities, and some of their experience that lead them to their present position.
 - c. Mentee shares current role and aspirations

2. Set Expectations
 - a. Determine role expectations, meeting frequency, and communication preferences
 - b. Complete the mentoring agreement outlining the parameters and expectations for the relationship.

3. Establish goals
 - a. Collaboratively determine observable terms of success for the relationship
 - b. Share your PDP or whatever part you are planning to achieve with this relationship.

4. Determine how you will know if you achieve your desired objectives?

5. Respect each other's time.