

First Meeting Checklist

Getting to Know One Another

Share some information about your background and current role. Ask questions to learn about your Mentor or Mentee.

Establishing Guidelines

- When and where will you meet?
- How will meetings be scheduled?
- How to communicate between meetings?
- What agenda format will be used?
- Best ways to exchange feedback?
- How to measure success?

Plan Mentoring Goals

Think of the top 3 goals you want to achieve in the program (learn how to improve the process, how to deal with specific issues or general advice).

Plan Tasks per Goal

In the Tasks section on your dashboard list activities needed to achieve your Goals.

Confirm Next Steps

Schedule the dates, time and place or format of the next meetings.

Thank you!

Don't forget to thank your Mentor or Mentee.