

Initial Meeting Guide

| What | Mentor | Mentee |
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| Come Prepared | Learn what you can about your new mentee prior to your Initial meeting. | Learn what you can about your new mentor prior to your initial meeting. |
| Mentor's Career History | Give a brief career history including a description of your mentors and their effect on your career. If you lacked mentors, describe how it impacted your career Describe why you practice in the areas you do and what path you took from law school to your current position. What would you have done differently? What Is the best career choice you have made thus far? | Listen. Ask for advice about how to reach your career goals. |
| Discuss Mentee's Needs | Discuss mentee's career goals and interests: Listen. Ask questions. | Explain your career goals, including practice areas that interest you. |
| Determine how you would like to structure the mentoring relationship. | You should create a game plan that best helps you achieve your mentoring goals and learning objectives. | Think about how you learn best. Do you like to have a plan? Do you like accountability? Do you have specific goals you would like to achieve during your time in the program? |
| Establish a regular, monthly meeting time | Schedule your next 11 meetings. You and your mentee should strive to meet at least once per month for 12 months. If you wait to set up meetings on a month-to-month basis, scheduling may become difficult for both of you. | Agree to organize your time so as to make efficient use of the mentoring meetings. Be considerate of your mentor's work schedule. |
| Establish ground rules | Establish ground rules for the mentoring relationship. For instance, do you prefer to be contacted by email or phone? Should the mentee contact you or your assistant to set up the meeting? | Make sure you understand the ground rules for contacting and meeting with your mentor. |
| Agree to be candid about any problems. | Explain that you will inform the mentee if any problem arises in the mentoring relationship. | Explain that you will inform the mentor if a problem arises in the mentoring relationship or the desired result is not being obtained. |
| Discuss your topics of Interest | You and your mentee were matched based on common topics of interest. Discuss what each of those means to you. | You and your mentor were matched based on common topics of interest. Discuss what each of those means to you. |