 **The initial mentoring meeting - checklist**

|  |
| --- |
| **Preparation** **☑** |
| **Mentor** | Prepare a draft mentoring agreement  |  |
| Book in a date and time for the first meeting – make sure you allow enough time for all the things you want to cover at this meeting. |  |
| **Mentee** | Think about your goals for mentoring (an example would be ‘improve interpersonal skills, such as influencing, motivating and resolving conflict’). |  |
| **At the meeting** |
| **Both** | Agree what you expect from each other (be realistic). |  |
| Discuss how you want to work together. |  |
| Work out how you will review how it’s going (agree to be honest!). |  |
| Find out more about each other and establish a rapport. |  |
| Talk about any concerns you may have and how you will manage them. |  |
| Review mentoring agreement and sign. |  |
| Agree a date for your next meeting. |  |
| **Mentor** | Be careful not to take over the meeting – you need to develop the mentee’s ability to think for themselves, not become reliant on you. |  |
| **Mentee** | Think about what you want from these meetings and be very clear about this. |  |
| **What’s next** |
| **Mentor** | If you get out of your depth in the meeting, don’t be afraid to ask for help. |  |
| **Mentee** | Always keep your line manager informed about how the mentoring is going, it’s a good idea to do this after your meetings. |  |