



Preparing for the First Meeting

The first meeting is about getting to know one another and building rapport. Before the meeting, review the “Making the most of developmental mentoring” guide and reflect on:

- How will you build rapport with your mentor/mentee?
- What strengths and experience do you bring to this relationship?
- What would you like to achieve for yourself in this program?
- What information would you like to share about yourself in the first meeting?
- What are the critical questions you would like to ask the mentor/mentee in this meeting?

Before your **first meeting**, make sure you have read and thought about the Mentoring Agreement - much of your first discussion will be about the Agreement

	MENTOR'S ROLE	MENTEE'S ROLE
Come prepared	Review your Mentee's profile, so you know a little about them before your initial meeting.	Review your Mentor's profile, so you know a little about them before your initial meeting.
Talk about the past experience	Recount your own mentoring experience to your mentee. Explain what worked and what didn't (if applicable).	Listen and ask questions.
Discuss the Mentee's needs and what they would like to get from the process	Ask questions and listen.	Explain where you are and where you'd like to be, and how mentoring might help.
Seek mutual agreement on the purpose of the relationship	Explain what you can and cannot do.	"This is what I hope to achieve through this mentoring relationship."
Seek agreement on responsibilities	"I will do ____."	"And I agree to do ____."



Seek agreement on boundaries	"We will talk about/won't talk about..."	"We will talk about/won't talk about..."
Set a timetable	Set a timetable and review progress.	Set a timetable and review progress.
Agree on meeting venue and who will set them	"I will check my calendar for suitable times."	"I will take responsibility for finding dates and times that fit into your schedule."
Discuss the Mentee's needs and what they would like to get from the process	"Nothing we discuss will go outside our conversation, unless we both agree otherwise." Refer to the mentoring agreement for your program.	"Nothing we discuss will go outside our conversation, unless we both agree otherwise." Refer to the mentoring agreement for your program.
Agree to give one another feedback	"If this relationship isn't producing the results you expect, or if you disagree with my advice, say no. Neither of us has time to waste."	"I will tell if this relationship isn't working for me. I won't waste our time."