

YOUR FIRST MENTORING MEETING

Prior to the Meeting Consider

- What expectations do you have of the mentoring partnership?
- How will you ensure/manage your expectations so they are achieved?
- What measurement systems do you have/need to monitor that you are on track to achieving your expectations?
- What actions need to be taken if your expectations are not achieved?

At the Meeting

Get to know each other

- Share your interests, background, position, experiences, key achievements etc

Discuss your goals (both the protégé and the mentor)

- Objectives of the relationship » Visions for the future
- Personal objectives, e.g. networking, understand culture etc
- Business objectives, e.g. improve results in xxx area by x% etc
- Life goals and passions

Agree expectations for meetings

- When will the meetings be held? i.e. time of the day, week etc
- How often will you meet? i.e. fortnightly, monthly
- Where will the meetings be facilitated? i.e. location, venue
- Who will arrange the meetings? Better to lock them in ahead of time

Agree roles and set expectations of each other Explore, share, discuss and agree on the following:

- Proactive vs. reactive and whose role?
- Mentor, line manager, protégé relationships and roles
- Personal support vs. performance management
- Skills development – whose responsibility