

Planning the First Meeting

This worksheet walks you through some steps to plan a first meeting with your Mentor. Your Mentor should be creating a similar worksheet; you may want to send your version of this worksheet to your Mentor so you are both prepared for your first meeting.

Basic Background Information

My Mentor's name is: _____

Phone number(s): _____

E-mail address: _____

Best time to call: _____

Preparing for the First Meeting

Typically, first meetings allow two people to get to know a little bit about each other, attach a face to a name and gain a bit of comfort. To do so, you need to think about what setting would feel comfortable for both of you, and plan some conversation starters, knowing that these are tools if you need them.

- 1) Where might I meet with my Mentor where we both would feel comfortable?
- 2) What are some things I could tell my Mentor about myself that would help us get to know each other a little bit? What about me and my life story might be interesting and relevant to this Mentor?
- 3) What are some questions I could ask my Mentor to get to know him/her a little bit without prying? (Write some possible open-ended questions below. Note: you want to be sure that these are questions cannot be answered with a "yes" or "no.")
- 4) What do I want out of the mentoring relationship? What are my hopes?
- 5) How can I find out what my Mentor hopes to get out of the relationship – what questions might I ask?

It is recommended that you look over your answers to this planning sheet shortly before your first meeting. You might even bring it along to offer it as a bit of a roadmap for you both to follow. Use your judgment, but remember to look your responses over before the meeting – this will make you more comfortable and relaxed. The results of your first meeting will have an important place in your mentoring logbook (Appendix A). Do not forget that you must keep track of this and all other meetings.

You should have prepared a preliminary Development Plan to go over during the meeting. Be careful to listen to how your Mentor responds to your preparation. Ask them about the strengths or weaknesses of the plan. What does he think you need to work on? Can the Mentor see opportunities for growth within your career?