

Before the Meeting:

- Confirm the meeting date, time, and location (in-person or virtual).
- Review any pre-established goals or objectives for the mentoring relationship.
- Prepare any materials, resources, or documents you would like to share or discuss during the meeting.

During the Meeting:

1. Introduction and Icebreaker:

- Begin the meeting by introducing yourselves and establishing a positive rapport.
- Engage in a light icebreaker activity or discussion to help break the ice and create a comfortable atmosphere.

2. Expectations and Goal Alignment:

- Discuss and align expectations for the mentoring relationship.
- Share your personal goals and objectives for the mentoring journey.
- Ensure that both mentor and mentee are on the same page regarding the focus and desired outcomes.

3. Establish Trust and Confidentiality:

- Discuss the importance of trust and confidentiality in the mentoring relationship.
- Emphasize the need for open and honest communication.
- Assure the mentee that any personal or sensitive information shared will be kept confidential.

4. Communication and Meeting Logistics:

- Determine the preferred method and frequency of communication between meetings (e.g., email, phone, in-person).
- Establish a meeting schedule that works for both mentor and mentee.
- Discuss any preferred platforms or tools for virtual meetings (if applicable).

5. Get to Know Each Other:

- Take time to learn more about each other's backgrounds, experiences, and interests.
- Share insights into your own personal and professional journey.
- Explore commonalities, shared interests, or areas where mentorship can be particularly valuable.

6. Establish Goals and Expectations for the Mentee:

- Help the mentee articulate their short-term and long-term goals.
- Discuss their expectations and what they hope to gain from the mentoring relationship.
- Encourage the mentee to be specific about the areas in which they seek guidance and support.

7. Establish Boundaries and Guidelines:

- Discuss any boundaries or limitations regarding availability and response times.
- Determine the mentee's preferred method of communication for inquiries or urgent matters.
- Establish guidelines for scheduling, cancelling, or rescheduling meetings.

8. Create a Plan for Action:

- Collaboratively develop an action plan outlining the steps and strategies to achieve the mentee's goals.
- Identify potential resources, tools, or support networks that can contribute to their success.
- Discuss a timeline for reviewing progress and adjusting the action plan as needed.

9. Closing and Next Steps:

- Summarize the key points discussed during the meeting.
- Agree on any action items or follow-up tasks for both mentor and mentee.
- Confirm the date, time, and agenda for the next meeting.

After the Meeting:

- Send a follow-up email summarizing the key discussion points and action items.
- Schedule the next meeting and add it to your calendars.
- Continue building the mentoring relationship by maintaining open communication and engaging in regular check-ins.

Remember, the first meeting sets the tone for the mentoring relationship. It's important to establish clear expectations, build rapport, and create a foundation of trust and understanding.