



FIRST MEETING AGENDA

Introduction

- Exchange bios, resumes and share a brief history of your experience.
- If comfortable, provide personal information like hobbies, passions, etc.

Determine Expectations

- What do you want out of the mentoring partnership?
- What does a successful mentoring relationship look like?
- Who will be responsible for scheduling meetings?
- How often will we meet and for how long?
- How will we manage time conflicts with scheduled meetings?
- Preferred method of communication? Text, Zoom, E-Mail, Phone etc.

Discuss Ground Rules

- Discuss guidelines around confidentiality. What does confidentiality mean?
- What topics are off-limits?
- How do we define respect? How will we respect each other's time?

Prepare for 2nd Meeting

In the second meeting you will discuss the following and any other items that naturally occur.

- Determine Goals.
- Articulate Goals using the SMART model – specific, measurable, achievable, realistic, and timely.