

Initiation: Sample Meeting Structure

Notes

Job Aid

Determine how to use your time together. One suggestion is the use the “**10/20/60 Rule**” that will help you establish a solid partnership and address mentoring goals and everyday issues. For a meeting of about 1 1/2 hours split the time roughly as follows:

First 10 Minutes

___ Engage in a personal/professional “check-in.”

Next 20 Minutes

___ Focus on “front burner” issues (upcoming presentation, important manuscript revision, pending assignment, etc.).

Last 60 Minutes

___ Discuss current and long term goals and priorities.

Mentoring is a brain to pick, an ear to listen, and a push in the right direction.

- John C. Crosby