Get to Know Each Other

___ Share information about your professional and personal life
___ Learn something new about your mentee/mentor

Establish Guidelines

___ When and where will we meet?
___ How will we schedule meetings?
___ How will we communicate between meetings?
___ What agenda format will we use?
___ Will there be any fixed agenda items to be discussed at every meeting?
___ How will we exchange feedback?
___ How will we measure success?

Partnership Agreement

___ Review partnership agreement, modify if desired, sign and exchange
___ Review goals for the mentoring relationship

Confirm Next Steps

___ Schedule date, time and place of future meetings