

Initiation: First Meeting Checklist

Notes

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