



## The Initial Mentoring Meeting

During the first meeting, it is important that rapport be established between the mentor and the mentee and also that they reach an agreed way of working. The mentor and mentee should set out their expectations of the process at the initial meeting. This 'contract' establishes principles, ground rules and administrative arrangements. The 'contract' will be unique to each relationship.

The nature of the partnerships should also be established in the first meeting and again, this will be unique to each mentoring relationship. If after the first meeting, it is clear that the 'chemistry' is not right, then it is best to terminate the arrangement, and move on.

Below are some suggestions on topics to cover in the first meeting:

### (i) Introductions

- Career history – how did you get to this point?
- Interests outside of work
- What / Where do you want to be in 3-5 years time?
- Greatest achievements/disappointments in your career?
- What does your picture of success look like?

### (ii) Expectations

- What expectations do you have of the process as a mentor/mentee?
- Is the mentor there to guide, support, challenge, listen?
- What role does the mentor anticipate s/he will have?
- What areas of discussion fall within/outside the mentoring relationship?
- What will make this a satisfying and useful relationship for both parties?

### (iii) Goals and expected outcomes

- Consider possible success factors/desired outcomes
- What would the mentee like to improve in their current role?
- What would the mentee like to know/improve for future roles?
- Where would the mentee most value guidance/advice/a sounding board?



- What are the mentee's current priorities?
- Agree to record objectives for both parties?

(iv) Logistics and availability

- How frequently do you wish to meet and for how long?
- Do you want to set an agenda for the next meeting?
- Are there any issues that you want to start on now?

(v) Dealing with problems and openness

- How we deal with problems when they arise
- Safe and confidential environment