

INITIAL MEETING GUIDE

WHAT	MENTOR	MENTEE
COME PREPARED	Learn what you can about your mentee prior to the initial meeting.	Learn what you can about your mentor prior to the initial meeting.
DEFINE GOALS	Listen. Ask questions.	Come prepared with several key goals, for your career and mentoring year.
SHARE CAREER STORY	Briefly share your career story, including a discussion about your mentors. If you did not have mentors, discuss how it affected your practice.	Listen. Ask questions.
DISCUSS GOALS/NEEDS	Be prepared to adjust your expectations to meet the specific needs of your mentee.	Give thought in advance to what you want out of the program and how to communicate that to your mentor.
SET EXPECTATIONS AND BOUNDARIES	Agree on general time expectations, preferred communication, etc. Part of your role is to be available for unexpected challenges that face your mentee.	Agree on preferred communication practices and time expectations. Be respectful of your mentor's time limitations.
ESTABLISH REGULAR MEETING TIMES	Inform your mentee of your time commitments and general schedule; agree on a method and frequency for communication between scheduled meetings.	Commit to organizing your time so as to make efficient use of mentoring meetings. Be considerate of your mentor's schedule.
PREPARE THE MENTORING PLAN	Review the plan components. Discuss the mentee's practice area interest and any adjustments to meet his or her individual needs.	Review the plan in advance and be prepared to discuss your practice area choice and any other goals you have for the relationship.
AGREE TO BE CANDID ABOUT ANY PROBLEMS	Explain that you will inform the mentee if a problem arises in the mentoring relationship, or if a desired result is not being achieved.	Explain that you will inform the mentor if a problem arises in the mentoring relationship, or if a desired result is not being achieved.