

Initiation:

First Meeting Checklist

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