



How to get the best out of your first mentor meeting

A worksheet to help your mentoring arrangement bring success

The following questions will help you to begin to form goals for a mentoring relationship. They are not intended to identify specifics, but rather encourage thoughts or ideas. Take a few minutes to sit quietly with the questions, writing down your answers.

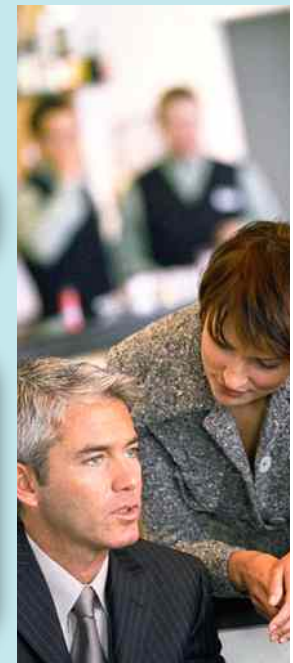
1

Where shall we meet? Professional, Relaxed, Open, Purposeful for both parties.

2

What do we want / need to know about each other?

Social (Career history / Domestic circumstances / Interests outside work)

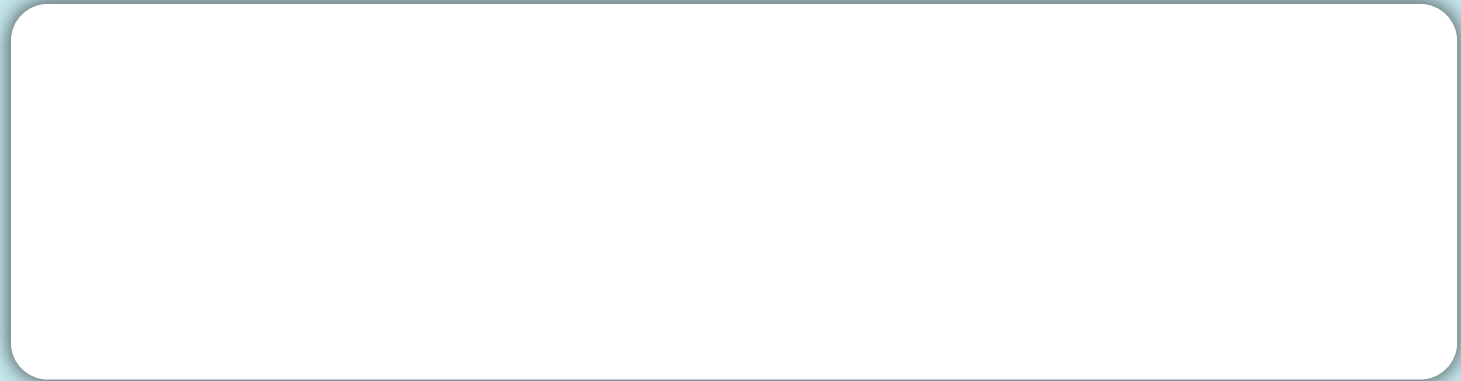


2 What do we want / need to know about each other? Cont...

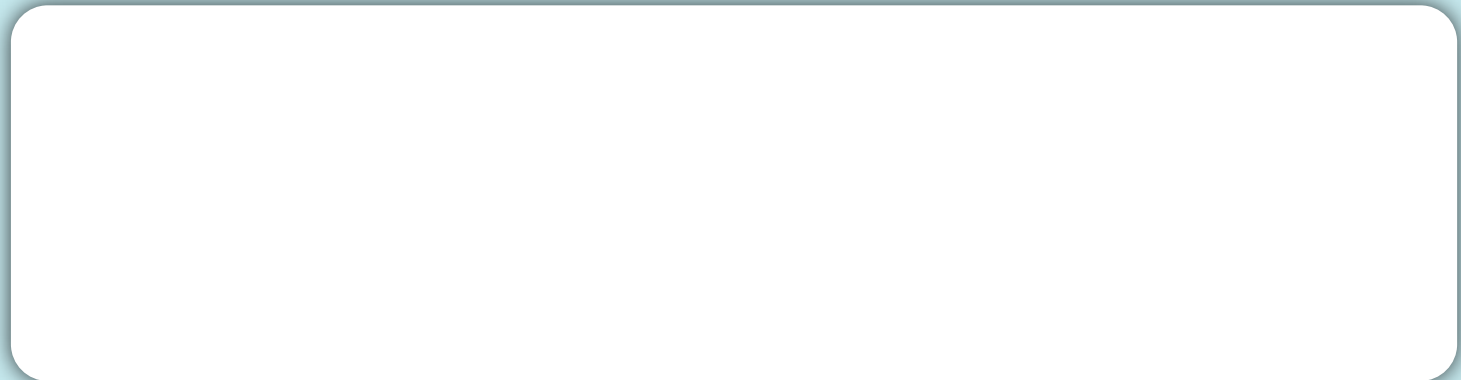
Career ambition (What you enjoy or dislike about working in this industry / Where you want to be in five years time / Greatest achievements and failures / What your picture of success is / How clear your goals are).

Development goals (What you want to improve in for the current job / In preparation of future jobs / Where you would like most guidance, advise).

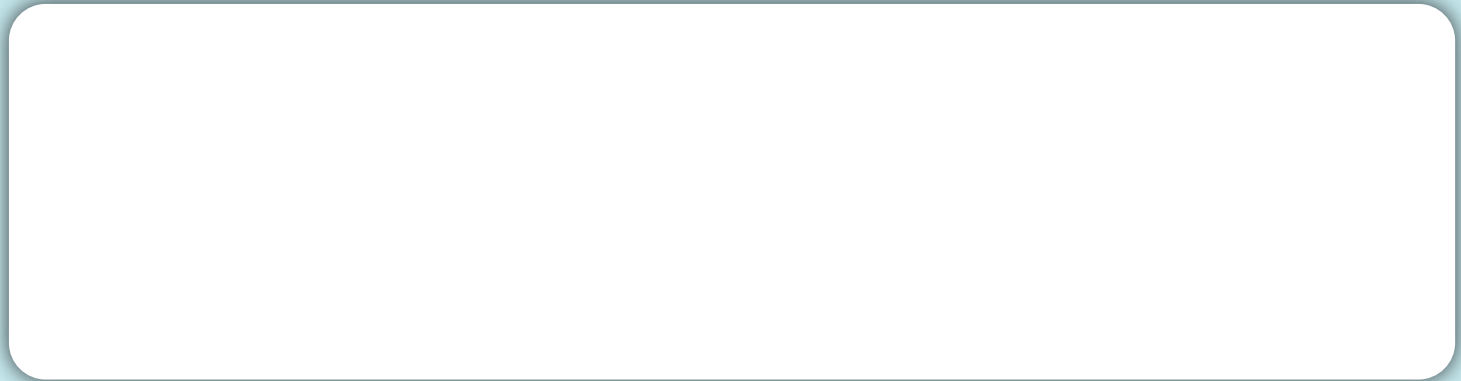
3 What will make this a satisfying and useful relationship for both parties?



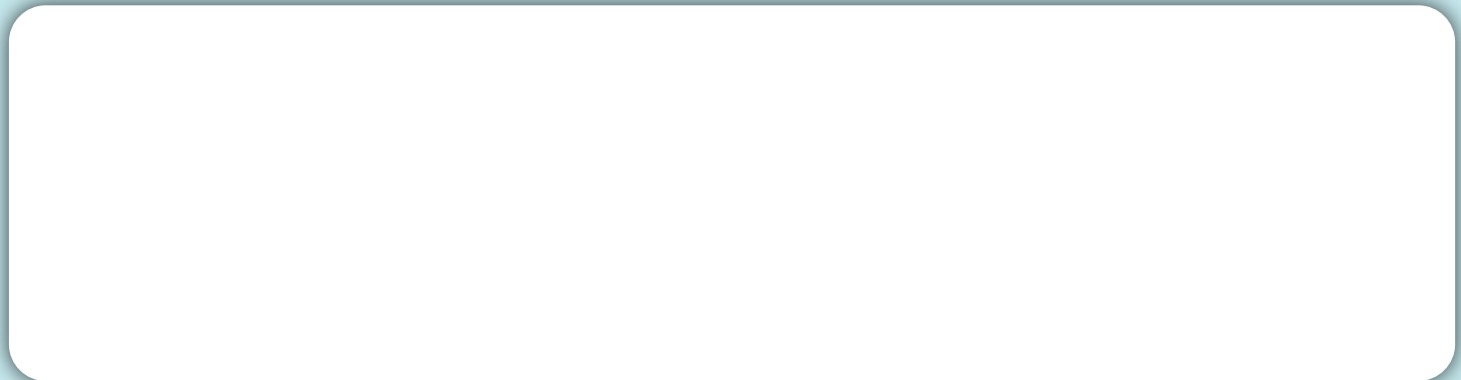
4 What expectations do we have of each other? (Ground rules and verbal contract).



5 What are our priorities?



6 How often and where shall we meet?



7 Do we want to set an agenda for our next meeting?

8 Are there any issues we should get to work on now?

Use this checklist for your first meeting to make sure you cover everything:

Mentoring meeting checklist		Tick
1	Establish a relaxed, yet business like atmosphere	<input type="checkbox"/>
2	Gain consensus on the purpose of the meeting	<input type="checkbox"/>
3	Explore the issues from the mentees perspective	<input type="checkbox"/>
4	Clarify issues	<input type="checkbox"/>
5	Challenge assumptions	<input type="checkbox"/>
6	Stimulate analysis	<input type="checkbox"/>
7	Draw on experience	<input type="checkbox"/>
8	Build confidence / motivation	<input type="checkbox"/>
9	Agree options for action / consideration	<input type="checkbox"/>
10	Agree actions by both parties	<input type="checkbox"/>
11	Agree milestones	<input type="checkbox"/>
12	Summarise	<input type="checkbox"/>
13	Outline agenda for next meeting	<input type="checkbox"/>





Prepare by thinking about all the questions before the mentoring meeting, but expect to develop your answers further as you start thinking about them together.

Give time during the initial meetings to build the rapport and settle on appropriate goals that can be taken forward. Remember that deep friendship is not required, simply sufficient mutual respect, goodwill and relevance of experience.

Expect the process of sharing to gradually increase as trust grows and positive experience of useful insights accumulates.

Space for my additional notes:

If you want some further reading we highly recommend “Everyone needs a mentor” by David Clutterbuck. This iNeed to know document is based on an approach by Clutterbuck.

