

## THE FIRST MEETING - THE MENTOR CHECKLIST

To get the most out of your mentoring relationship - and move past possible pitfalls - we recommend running through this checklist before, during and after that first meeting with your mentee.

### Before the first meeting:

- Send a quick message through Mentorloop introducing yourself.
- Ask your mentee for a short bio to introduce themselves.
- Consider your own experience and strengths, and what you'll bring to the relationship.
- Consider what you want to get out of the mentoring relationship - this is a two-way street.

### At the first meeting:

- It can seem dry and impersonal, but start off by setting the parameters of your relationship - how often should you connect and how will you communicate? (In person, via Mentorloop chat?) Getting the housekeeping out of the way first can be a great ice-breaker.
- Introduce yourself to your mentee - thank them for their bio, and give a brief overview of your career highlights and relevant experience.
- Why are you here? Let your mentee know why you're offering your time back as part of this relationship, and how mentors have helped you along the way.
- Make sure you come away with a clear idea of what your mentee is looking for in this relationship, so you can start planning how you can best assist and guide them in achieving their goals.

### After the first meeting:

- Consider what you discussed, ensure it's covered in the meeting wrap-up and logged in Mentorloop.
- Schedule the next check-in, share any articles you've been enjoying, and start looking for opportunities to help your mentee grow!

