

## MENTORING WORKSHEETS

### BEFORE YOUR FIRST MEETING

- What do you hope to gain from this mentoring relationship?
- What's helpful for your mentor/mentee to know about you?
- What would you like to know about your mentor/mentee?

### FIRST MEETING - SUGGESTED AGENDA:

- Introductions (get to know each other, build early trust)
- Share experiences of mentoring, career journey insights
- Share hopes and expectations for the mentoring (from each party)
- Contracting - your ways of working agreement
- Close - What are we each taking away from today (e.g. What's worked well) and Confirm next meeting (never close without arranging this next session!)

### BEING AN EFFECTIVE MENTEE

- Respects time
- Is honest
- Keeps confidences
- Prepares ahead of time
- Makes time for reflection
- Follows through on actions

### MENTORING CONTRACT

- How often do we want to meet and for how long each time?
- Will we meet in-person or virtually?
- What happens if one of us needs to cancel/rearrange?

### PREPARATION AHEAD OF A MENTORING CONVERSATION (MENTEES)

- What's changed or happened since my last mentoring session?
- What did I commit to doing differently?
- What type of help am I looking for in this session? E.g. Advice or Support
- Do I have any feedback for my mentor? E.g. What worked well / do differently



“To maximize your mentoring relationship, preparation is essential. Take time to reflect! Use these questions to guide your thoughts and establish a purposeful tone for your conversations.”

*Rachel Malik International*