



Mentee checklist

First meeting



Key recommendations for your first mentoring meeting

Ideas for Before the Meeting

- Check out your mentor's digital professional profile.
- Send a short introduction about yourself, your career, your expectations, and what you're hoping for.
- Agree an agenda for your first mentoring meeting, including working through the mentoring agreement and send an invite.

During the meeting

- Speak up for your needs: Feel confident to explain any accessibility accommodations or other support that you require, and to work with your mentor to make sure your needs are met.
- Set the scene for success: Identify a comfortable space for your first meeting, where you won't be disturbed and will feel able to discuss your development in private.
- Start with connection: Share something of yourself and your work history and make a space for your mentor to do the same.
- Share your professional journey: What are your previous experiences and qualifications? What are your strengths and areas for development at this point? What are your personal aspirations as a practitioner?
- Be present: Think about how you can make the most of the session by making it easier to focus, actively listen and participate. Talk with your mentor about what kinds of communication and activities work best for you.
- Discuss different ways your mentor can help you: Work with your mentor to complete a mentoring agreement that suits you both: Establish how you will work with your mentor, including when and how often you will meet, and how you will communicate with each other.
- Get in touch with your goals: Discuss potential areas for development or improvement and identify learning outcomes you can achieve in your work together.
- Find new things to try: Work with your mentor to identify learning opportunities you'd like to take advantage of and begin thinking about your initial goals for the mentoring relationship.
- Work together: Ask your mentor if there's anything else they need from you, and what ideas they have for making this an effective and supportive relationship.

After the first meeting

- Keep the connection going: Follow up with an email thanking them for their time, and sharing any more ideas you have for the next session
- Make time for learning: Be accountable for the actions you need to complete, and check in on your progress when you need extra support