

WORKSHEET A
FIRST MEETING OF THE MENTEE AND MENTOR

Objectives for Worksheet A:

- Introductions and initial discussion
- Goal-setting and development the mentoring plan

MENTORING GOALS

The mentoring plan should be specific and personalized to the mentee's goals for the mentoring relationship. It can be hard to develop a goal that is not too broad or too abstract. Use the following prompts to help consider what you would like to learn from the relationship:

- I am most interested in the following mentoring plan activities...
- I have the following personal development plans that I want to achieve in the next year...
- I need to know more about...
- I want to strengthen the following skills...
- In five to ten years, I see myself doing...

Discuss at least three of the mentee's goals.

MENTORING EXPECTATIONS

Keep in mind that an expectation is a confident belief, strong hope, or presumed notion that a particular event or result will occur. Listing the expectations of the mentoring relationship is intended to help you understand one another's intentions and avoid disappointment from the relationship not conforming to a non-explicit expectation. Additionally, it helps you avoid unrealistic expectations. Discuss your individual expectations and resolve any initial concerns.

To assist you in reflecting on the expectations you have of your mentoring relationship, think about how you might complete the following statements:

- I expect that we will meet (how often) for (how long).
- I hope that you will be otherwise accessible to me (how often and in what capacity).
- I expect that we will do the following types of activities together...
- I would like you to help me to...
- I expect that you will treat me...
- I think you need to know this about me...

COMPLETING THE MENTORING PLAN

Discuss the specific activities and experiences in the mentoring plan to develop a personalized plan to complete by the end of the mentoring term. Both the mentee and mentor must pledge to complete the mentoring plan. The mentoring plan must be submitted on the mentoring portal within 30 days of the start of the mentoring term.