

the people path

FIRST MEETING

Your first meeting sets the standard for the ones to come. This checklist will ensure you are both prepared for the first meeting, ready to maximise every minute of time, and know how to keep in touch. See your check-in lists as guides which you can bring to meetings and discuss together.

DATE:

NEXT MEETING:

PREP:

- Introductory phone/video call with your mentee
- Review their LinkedIn profile
- Familiarise yourself with your mentee's current employer
- Think of what you would like to get out of the programme

DURING THE MEETING:

COMPLETED

- | | |
|--|-------|
| <input type="radio"/> Introduce yourself properly - an outline of your own experiences and why you are taking part | |
| <input type="radio"/> Ask your mentee for an overview of their career struggles, goals and areas they would like to develop in | |
| <input type="radio"/> Discuss short and long-term goals, ask lots of questions and suggest any initial developmental activities | |
| <input type="radio"/> Take the lead in discussing a plan for the rest of the mentorship - meeting locations, online or in-person, etc. | |
| <input type="radio"/> Agree on a date for the next meeting and any additional check-ins | |

FOLLOW UP:

- Share any relevant articles/links
- Prepare to check-in on any of the goals or progress points set in the last meeting