

### 3.1 Getting Started: First & Second Meeting Guides — Overview

#### Purpose

The intent of the initial meetings is to start building trust between the mentors and mentees, to determine clear expectations and to establish a plan for future meetings based on the mentees' goals. Ideally, the mentees will start to develop general goals by the end of the second meeting.

#### Perspective

The first meeting between the mentor and mentee sets the tone for the entire mentoring process. Both the mentor and the mentee may be apprehensive about what will happen during this time. It is the mentor's responsibility to guide and direct this interaction. The second meeting also is a key meeting, with a discussion of your mentee's goals and further relationship building.

Review this entire section before meeting with your mentee and determine which of the tools to use. Base your selection of tools on any knowledge you might have of your mentee and your own preferences. Print the mentoring agreement and the confidentiality agreement from your organization so this information can be reviewed, discussed and completed at this meeting. It is recommended that both a mentoring agreement and confidentiality agreement be completed and signed by both the mentor and mentee after the first meeting.

#### Tools

- First Meeting Checklist
- Getting Acquainted Activities
- Additional Ice Breaker Questions
- Definition of a Mentor Worksheet ★
- Wheel of Life ★
- Writing Goals and Objectives ★
- Action Plan Worksheet for Goals ★
- Sample Action Plan Worksheet for Goals ★
- Mentoring Agreement (sample)\* ★
- Mentoring Contract (sample)\* ★
- Mentor/Mentee Confidentiality Agreement (sample)\* ★
- Acknowledgement and Use of Copyright Materials ★

\*may use other forms developed by your workplace

#### Pointers

- ▶ Communication + availability + predictability + loyalty = TRUST
- ▶ Remember, Rome was not built in a day. Creating a relationship based on trust takes time, so don't rush the process.
- ▶ Do not solely rely on your emotions for this first meeting. Take time to prepare for it.
- ▶ Make three copies of the signed mentoring agreement and confidentiality agreement. Keep a copy; give one to your mentee and one to the mentor coordinator.
- ▶ Keep the responses for "Definition of a Mentor Worksheet" and "Action Plan Worksheet for Goals." Review at an appropriate milestone meeting with your mentee for feedback to you as the mentor as well as for the mentee. Section 11 further discusses evaluation and outcomes.
- ▶ You may determine that additional relationship building is needed before your mentee will be ready to use the goals worksheet or the Wheel of Life activity. Don't delay too long, because it is important for your mentee to set goals. The 10 years activity in the "Getting Acquainted Activities" in this section can help jumpstart this discussion.

★ designates handouts and tools intended for the mentee