

FIRST MEETING CHECKLIST

Getting to Know One Another

Share some information about each other. Some topics can include schooling, career goals, sports or hobbies, favourite music or authors, etc.

Establish Guidelines

- * When and where will you meet? (Note: if you are uncomfortable meeting in person until everyone has been vaccinated, we would recommend Zoom or MS Teams)
- * How will meetings be scheduled?
- * How to communicate between meetings? (by phone? text? email?)
- * What agenda format will be used?
- * Best ways to exchange feedback?
- * How to measure success?

Plan Mentoring Goals (OPTIONAL to use this feature in MentorEase)

Think of the top 3 goals you want to achieve in the program (learn how to improve the process, how to deal with specific issues or general advice).

Plan Tasks per Goal (OPTIONAL to use this feature in MentorEase)

In the Tasks section on your dashboard list activities needed to achieve your Goals.

Confirm Next Steps

Schedule the next date, time and place or format of the next meeting.

Thank You!

Don't forget to thank your Mentor or Mentee!

