

## **Suggested First Meeting Outline: Introductions & Goal Setting**

### **Goals:**

- Get to know each other
- Collaboratively discuss and determine goals for this mentorship
- Collaboratively discuss and determine activities to complete or topics to discuss during the mentorship to help achieve the goals
- Complete the Mentorship Agreement Form
- Schedule your next meeting or communication

### **1. Get to know each other:** share your personal and professional history

#### Questions you can ask your mentor:

Where were you born/did you grow up/etc.?

What are your hobbies or how do you spend your free time?

What 'makes you tick,' what are you passionate about?

What was your academic and career path?

Why/how did you choose your major?

How did you decide on your career?

What has been your previous experience with mentorship?

Who have been your mentors?

How have mentors helped you in finding your path?

What is the best advice you have ever received from a mentor?

#### Questions you can ask your student:

Where were you born/did you grow up/etc.?

What are your hobbies or how do you spend your free time?

What 'makes you tick,' what are you passionate about?

Why did you choose NEIU?

Why did you choose your major?

What are some of your career goals?

**2. Collaboratively discuss and determine goals for this mentorship**

- a. What do you want to get out of this mentorship relationship?
- b. What does mentorship mean to you?
- c. Refer to the Example Goals and SMART Goals Resource for assistance.

Questions you can ask your student to help determine goals:

What skills and knowledge are you hoping to gain or develop? Other?

What do you feel you need the most help with? How can I best help you?

**3. Collaboratively discuss and determine activities to complete or topics to discuss during the mentorship to help achieve the goals**

Review the list of activities and discussion topics or brainstorm to come up with your own.

**4. Complete the Mentorship Agreement Form**

This does not need to be signed or turned in. Keep this for your records to refer back to.

**5. Schedule your next meeting or communication**

Determine any steps or tasks (e.g., write a resume first draft, prepare for a mock interview, prepare for an informational interview, etc.) to be taken in preparation for the next meeting or communication. What is your two-way accountability mechanism?

## Essential Elements for Effective Mentorship Conversations

Essential First Conversation Elements	Mentors	Mentees
<b>Be Prepared</b>	Learn what you can about your mentee before the first meeting.	Learn everything you can about your mentor before the first meeting. Come prepared with questions you would like to ask.
<b>Discuss Mentorship Overall</b>	Discuss your own experiences with mentorship. What has been helpful or unhelpful?	Actively listen. Ask questions.
<b>Identify Mentees Needs</b>	Actively listen. Ask questions.	Discuss where you are now, where you hope to be, and how the mentorship can help.
<b>Collaborate to identify Goals and Activities</b>	Discuss what you can and cannot help with. How will you be accountable?	Discuss what you <i>hope</i> to gain through this mentorship. How will you be accountable?
<b>Seek agreement on responsibilities</b>	"I will do_____."	"I agree to _____."
<b>Set timelines</b>	"Let's work on this for 3 weeks, then determine if we should continue or work on something else."	"Let's work on this for 3 weeks, then determine if we should continue or work on something else."
<b>Determine meeting availabilities and who will set the meeting</b>	Provide days and times that you are available.	"I will be responsible for finding dates and times that fit your schedule."
<b>Agree to open communication</b>	"Please tell me if you feel this mentorship isn't helping, or the advice is not a fit. Both of our time is valuable."	"I will tell you if the mentorship is not helpful, or the advice is not a fit. I understand that both of our time is valuable."