

## First Meeting Agenda

This worksheet provides a topic agenda for your first mentor meeting. Your initial meeting should focus on defining your relationship by discussing roles and responsibilities, expectations, needs and goals. The first meeting sets the tone for the mentoring relationship and this tool will help you plan and prepare.

### Before the Meeting

- Complete your readiness assessment worksheets
- Review the First Meeting Agenda
- Attend to necessary logistics (schedule time, advance notice, no interruptions)

### During the Meeting

- Basic introductions
- Review the agenda to obtain agreement on purpose of the meeting and desired outcomes
- Discuss the Mentoring Program and overall purpose
- Discuss expectations, roles, responsibilities and needs (use *Defining Your Relationship Together* worksheet)
- Document decisions and action items
- Discuss and list what went well and what improvements can be made for your next meeting
- Schedule next meeting (not more than 60 days)

### After the Meeting

- Review accomplished objectives
- Determine future meeting topics
- Review meeting notes to determine any follow up actions
- Follow up accordingly