



Mentee meeting check-list

BEFORE YOUR FIRST MEETING

Here are some more ideas on [how to prepare](#) for your first meeting.

- Have a look at your mentor's profile.
- Think about how (online, in person) and when you would like to meet.
- Think about your goals, as well as what other needs you might have. The clearer you are on what you're looking for, the better your mentor can support you.

GETTING STARTED

Some more [tips on setting the agenda](#) and making the most out of your mentoring meetings.

- Clearly present and talk through your goals, including timelines and expectations.
- Talk about how you will track progress.
- Follow up with a summary email and to set more dates to meet. Don't forget to thank your mentor for their time!

THINGS TO THINK ABOUT FOR EACH MEETING

More CharityComms [resources for mentees](#).

- How have you progressed or actioned items from last time?
- What is on today's agenda? This might be something you share in advance.
- What's changed since last time?
- Key areas to work on.
- Action points from today's meeting.