**Charity**Comms

## Mentor meeting check-list

## BEFORE YOUR FIRST MEETING

Here are some more ideas on how to prepare for your first meeting. And don't forget to read our 10 top tips for <u>being</u> <u>a great mentor</u>. Have a look at your mentee's profile.

Think about how (online, in person) and when you would like to meet.

Prepare open-ended questions to ask:

- Tell me about your relationships at work.
- How did you get to where you are?
- What challenges are you facing?
- What are your career goals?

## **GETTING STARTED**

Read more about how to <u>keep on track</u> and work towards agreed goals.

Identify goals together.

Set boundaries and expectations.

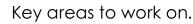
Ask your mentee to follow up after the first meeting to help them set their own agenda.

## THINGS TO THINK ABOUT FOR EACH MEETING

More CharityComms resources for mentors.

What was addressed or what can we bring forward from the last meeting?

What is on today's agenda?



How did today's meeting go?

Action points from today's meeting.