

# 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 [being a great mentor](#).

- ☐ 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 [keep on track](#) 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?
- ☐ Key areas to work on.
- ☐ How did today's meeting go?
- ☐ Action points from today's meeting.