

### **Agenda/Topics to Cover:**

1. Outline Session Agenda
2. Introduction to Mentoring
3. Getting acquainted
4. Boundaries and expectations
5. Setting goals/objectives
6. Next session

### **Getting Acquainted:**

1. Start with what we might have in common
2. Find the commonalities as well as uniqueness.
3. Break the ice by talking about why we might have joined the programme, passions, aspirations, interests. What do we do in our free time?
4. What experiences do we both have that might be valuable to our mentoring relationship?

*Perhaps ask the following questions to help guide conversation:*

Who are we? What are our roles and experiences, what can we both bring to this?  
What were our motivations for joining the mentorship scheme? What are our hobbies/interests? What are our greatest strengths? Greatest weaknesses? How do we want work together – e.g. schedule all sessions up front or as we go? frequency and length of sessions, how and where we'd like to meet etc.  
How will we record progress and issues/goals for further development  
Alternative contact details (*if necessary*)

### **Boundaries and Expectations:**

- Define time commitments and general rules of behaviour.
- Confidentiality (*what do we need to do to protect the confidentiality of this relationship?*)
- Expectations (*what does my mentee most want from me as their mentor?*)
- Responsibilities (*go through code of conduct together*)
- Accountability (*how do we ensure that we do what we say we are going to do?*)
- Protocols for addressing stumbling blocks (*what might get in the way/ take us off track?*)

*What process should we have in place to deal with any stumbling blocks we encounter?*

## **Setting Goals and Objectives:**

Start to think about the goals and objectives for the mentoring relationship based on the mentee's needs.

- Discuss the importance of structure and using goals/objectives to guide the mentoring relationship
- Ask the mentee if they've thought about goals/expectations of the mentoring sessions. Explore this together.

### ***Optional Between-Session Task(s)***

#### **1. Mentee Objectives and Goal Setting:**

*Task:* Write down your responses to the questions below

Where am I now in my life/career/education?

What are my aspirations (career, academic, personal)?

Where would I like to be in 3 years?

What are my challenges/difficulties?

What do I want to achieve through the process of mentoring?

What would help me achieve my goals?

What might I need to change/develop to help me achieve my goals?

What do I want from my mentor?

#### **2. "Personal Skills Inventory"**

## **Next Session:**

Discuss and agree focus for next session

Discuss tasks/actions to be completed before next session

Agree date, time and location for next session