



## Launch Your Mentoring Partnership Powerfully

### ***Handle Logistics***

- How often will we meet? \_\_\_\_\_
- How long will we meet? \_\_\_\_\_
- Where will we meet? \_\_\_\_\_
- Who coordinates the logistics of each meeting (setting up calls, etc.)? \_\_\_\_\_
- Will we need an agenda? \_\_\_\_\_
- What is the date, time and place for our first meeting? \_\_\_\_\_

### ***Plan Your Initial Meeting***

- Send what might be helpful in advance of the call to your mentor. This might be an email explaining your primary goal or a plan you are working with this year.
- During the first meeting, discuss the following:
  - What's important to each of you, particularly professionally?
  - Why are you interested in having a mentoring relationship?
  - What is your most important career goal or question you bring to the relationship?
  - What personal circumstances are influencing you right now?
  - Do you both agree to keep the information shared in confidence?
  - What actions will you take before next meeting?

### ***Share Contact Information***

**Mentee:** \_\_\_\_\_

Email: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_

**Assistant:** \_\_\_\_\_

Email: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_

**Mentor:** \_\_\_\_\_

Email: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_

**Assistant:** \_\_\_\_\_

Email: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_