**A green and white logo

Description automatically generatedInitial Mentor Meeting Plan**

|  |
| --- |
| **Contracting:**   * Share understanding of mentoring.   Basics and boundaries:   * How often will you meet? * How long will mentor meetings go on for? * Where will meetings take place? * How long will this mentor relationship last? * What if things are not working out well? * What is we need to cancel a meeting? * Confidentiality and when it is appropriate to breach this… |

|  |
| --- |
| **Building Rapport:**  Find out a little about your mentee, their background and situation. |

|  |
| --- |
| **Current Situation**  Explore the current situation for the mentee – what is going well? Where are their strengths? What are they finding challenging? What do they need to develop?  This will help establish the focus of mentoring moving forwards. |

|  |
| --- |
| **Summary of Agreed Actions:**  At the end of the meeting, capture agreed actions. |

|  |
| --- |
| **Reflection and Feedback:**  Invite the mentee to reflect on the session – what did they find helpful? Invite them to offer feedback as to how they found the session.  Book in the date for the next session/s. |