**Initial Mentor Meeting Plan**

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

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| **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. |

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

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| **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. |