

Appendices

Appendix A: First Meeting Planner & Agreement

The First Meeting Planner

Before you undertake anything significant in your life that's new, it can be helpful to take a few minutes to do some planning. Planning is just a way to get clear on what you hope to accomplish and then to lay out some logical steps to help get you there.

Thinking Through the First Meeting

Typically, first meetings allow two people to get to know a little bit about each other, attach a face to a name and gain a bit of comfort. To do so, you need to think about what setting would feel comfortable for both of you, and plan out some conversation starters — knowing that these are tools if you need them, not a formula.

(1) Where might I meet with my mentee where we both would feel comfortable?

(2) What are some things I could tell my mentee about myself that would help us get to know each other a little bit? What about me and my life story might be interesting and relevant to this person?

(3) What are some questions I could ask my mentee to get to know him/her a little bit without prying? (Write some possible open-ended questions below. Note: these are questions that cannot be answered with a 'yes' or 'no.')

(4) What do I want out of the mentoring relationship — what are my hopes?

(5) How can I find out what my mentee hopes to get out of the relationship — what questions might I ask?