



## First Mentor Meeting Framework

**Purpose:** This document is designed to help both the mentee and mentor establish clear expectations and objectives for their mentoring relationship. Use this framework during your first meeting to ensure a strong foundation for your collaboration.

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### 1. Introduction and Relationship Overview

- **Introductions:**
    - Share a brief personal and professional background.
    - Discuss your reasons for entering into this mentoring relationship.
  - **Purpose of the Relationship:**
    - Define the purpose of your mentoring relationship.
    - Identify key areas of focus (e.g., career development, skill enhancement, personal growth).
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### 2. Discuss Expectations

- **Roles and Responsibilities:**
  - **Mentor:** Outline your role and what you can offer as a mentor.
  - **Mentee:** Outline your role and what you hope to gain from the mentorship.
- **Frequency and Format of Meetings:**
  - Determine how often you will meet (e.g., weekly, bi-weekly, monthly).
  - Decide on the preferred meeting format (e.g., in-person, virtual, phone).
- **Communication Preferences:**
  - Discuss preferred methods of communication (e.g., email, phone, messaging).
  - Set expectations for response times and availability.
- **Feedback Process:**
  - Establish how feedback will be given and received.
  - Decide whether feedback will be provided informally during meetings or through a more structured process.



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### 3. Goal Setting

- **Identify Mentee Goals:**
    - **Short-Term Goals:** Define specific goals to be achieved in the near future.
    - **Long-Term Goals:** Discuss broader career or personal aspirations.
  - **SMART Goals Framework:**
    - Ensure goals are **Specific, Measurable, Achievable, Relevant, and Time-bound**.
    - Collaboratively refine goals to align with the mentee's needs and interests.
  - **Action Plan:**
    - Develop an action plan to achieve the identified goals.
    - Assign tasks or milestones to be completed between meetings.
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### 4. Mutual Expectations

- **Confidentiality:**
  - Discuss the importance of confidentiality in the mentoring relationship.
  - Agree on what information will remain private and what can be shared.
- **Commitment:**
  - Confirm the level of commitment each party is willing to invest in the relationship.
  - Discuss how to handle situations if one party is unable to meet the agreed-upon commitments.
- **Success Criteria:**
  - Define what success looks like for both the mentor and mentee.
  - Establish criteria to measure progress and effectiveness of the mentorship.



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### 5. Review and Confirm Next Steps

- **Summary of Discussion:**
    - Recap the key points discussed during the meeting.
    - Ensure both parties are clear on the agreed-upon goals, expectations, and action plans.
  - **Set Date for Next Meeting:**
    - Schedule the next meeting and confirm the date, time, and format.
    - Discuss any preparation or tasks to be completed before the next meeting.
  - **Documentation:**
    - Consider documenting the goals, expectations, and action plans discussed.
    - Share this document with each other to keep track of progress.
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### 6. Questions and Clarifications

- **Open Dialogue:**
    - Provide an opportunity for both parties to ask questions or seek clarification on any points.
    - Address any concerns or uncertainties to ensure both parties are aligned.
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### Action Steps:

1. **Prepare for the Meeting:**
    - Review your own goals, expectations, and any specific topics you want to discuss.
    - Bring any relevant materials or documents to the meeting.
  2. **Engage in Open Dialogue:**
    - Be open and honest in your discussions to establish a strong foundation for the relationship.
  3. **Document the Outcomes:**
    - Consider taking notes or documenting the outcomes of the meeting to refer back to in future sessions.
  4. **Follow Up:**
    - After the meeting, review any action items or tasks to be completed and follow up as necessary.
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By using this framework in your first mentor meeting, you can establish clear expectations, set meaningful goals, and create a solid foundation for a successful mentoring relationship.