



# STUDENT-ALUMNI

# Mentorship Program

## SAMPLE AGENDA FOR INITIAL MEETING

### INTRODUCTIONS: *get to know one another*

- SHARE YOUR PERSONAL AND PROFESSIONAL HISTORY (CHIT-CHAT & BUILD RAPPORT)
- SHOW APPRECIATION FOR MEETING: EXAMPLE - "THANKS FOR TAKING THE TIME TO MEET WITH ME..."
- CONFIRM LENGTH OF MEETING: EXAMPLE - "YOU MENTIONED YOU HAVE ABOUT 30 MINUTES...IS THAT STILL THE CASE?"
- SWAP STORIES ABOUT YOUR ATU EXPERIENCE. IDENTIFYING POINTS OF CONNECTION WILL BEGIN TO ESTABLISH A SHARED RAPPORT
- USE THE **ICE BREAKER EXERCISE SHEET** TO GET YOU STARTED. THIS IS A SET OF QUESTIONS THAT YOU CAN USE TO GUIDE A CONVERSATION WITH YOUR MENTOR TO GET TO KNOW ONE ANOTHER BETTER.

### EXPECTATIONS: *discuss expectations*

- WHAT DO WE EACH WANT TO GET OUT OF THIS PARTNERSHIP?
- WHAT DOES MENTORING LOOK LIKE TO YOU? HOW DO YOU ENVISION THIS RELATIONSHIP PLAYING OUT?
- USE THE **"SETTING TO SET THE TONE FOR OUR MENTORSHIP PARTNERSHIP"** SHEET TO HELP GUIDE THIS CONVERSATION WITH YOUR MENTOR.
- FILL OUT THE **"MENTORSHIP AGREEMENT FORM"** TOGETHER. THIS DOESN'T NEED TO BE SIGNED OR TURNED IN, IT IS SIMPLY AN EXERCISE TO ENSURE THAT BOTH PARTIES HAVE CLEARLY DEFINED, SHARED EXPECTATIONS AND GOALS.

### GOALS: *set goals*

- ARTICULATING CLEAR GOALS IS CRITICAL TO THE SUCCESS OF YOUR PARTNERSHIP. TAKE THIS TIME DURING YOUR FIRST MEETING TO BRAINSTORM YOUR GOALS. BE SURE TO USE THE **SMART GOALS WORKSHEET AND CHECKLIST** DURING THIS PROCESS.
- BE SURE YOU UNDERSTAND WHAT A SMART GOAL IS AND DOUBLE CHECK THAT YOUR GOALS ARE CLEARLY EXPRESSED AND ATTAINABLE WITH THE WORKSHEET AND CHECKLIST.
- ONCE YOU AND YOUR MENTOR HAVE WRITTEN YOUR GOALS, ADD THEM TO YOUR MENTORSHIP AGREEMENT FORM, MENTIONED ABOVE.

### CONCLUDE: *Summarize Important Outcomes*

- CONFIRM "NEXT STEPS", I.E. MEETING DATE/TIME, WHAT TO BRING OR DO BEFORE THE NEXT MEETING
- BE SURE THAT YOU'VE EXCHANGED RELEVANT CONTACT INFORMATION LIKE EMAIL ADDRESS, PHONE NUMBER, OR VIRTUAL MEETING LINKS.
- BE GRACIOUS. THANK YOUR MENTOR FOR THEIR TIME.
- GET EXCITED! YOU AND YOUR MENTOR ARE OFF TO A GREAT START

*Don't forget to follow-up with your mentor within 2 days of your first meeting to thank them for their time and to confirm the date of your next meeting.*