

First Meeting Agenda

Date: _____

First Meeting Date: _____

Location: _____

Mentee: _____

Mentor: _____

DIRECTIONS: This template can be used to help you think through and plan for your first meeting. Use it however it works best for your needs. For future meetings, we recommend using the "Meeting Agenda" document, which can be found on the Wartburg College Mentoring Activities webpage.

Fill in what you can beforehand and complete the rest of the form during your first meeting. Use it as a place to take notes and record the progress of your first meeting. This tool is optional and is yours to keep for future reference and/or planning future meetings.

Mentee's Background Information

Name of Mentee: _____ Mentee's Preferred Name: _____

Best Contact Address: _____

Mentee's Phones Day: _____ Evening: _____

Mentee's Email Address: _____

Educational Background:

Professional Background:

Other Information (interests, hobbies, goals, hometown, family, etc.):

Mentor's Background Information

Name of Mentor: _____

Mentor's Preferred Name: _____

Best Contact Address:

Mentor's Phones Day: _____

Evening: _____

Mentee's Email Address: _____

Educational Background:

Professional Background:

Other Information (interests, hobbies, goals, hometown, family, etc.):

Our partnership will go until _____ (minimum of 1 year is a normal timeframe)

What are the mentee's needs (go over mentee's personal vision and goals for the mentoring partnership; discuss strengths and areas where improvement can be made; discuss the knowledge, skills, resources, and attitudes of the mentee; etc.)

Immediate:

Long Term:

Mentee's greatest challenges (Is it part of a bigger challenge? What will it take to overcome it? What options does the mentee have?):

Specific assistance a mentor can/would like to provide:

Other resources which may be helpful:

- *Wartburg College Mentoring Webpage*
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Our limits or constraints in this partnership include:

Preferences for communication/feedback (discuss how to avoid ambiguities and the miscommunication; how to give each other feedback; how much support and encouragement is appropriate from the mentor; bring up pet peeves; discuss contact plans, if any, between meetings; etc.):

Mentor:

Mentee:

How will you know that your mentoring relationship has been successful (discuss how you'll measure the progress both on the mentee's goals and on the partnership itself):

Best times/places to meet (In general):

List any specific dates/times/places for next meetings (give priority to each other's convenience; note date, time, and location):

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Action items to be completed before next meeting:

Mentee:

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Mentor (if any):

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