

# FIRST MENTORSHIP MEETING PLAN

Check In	Meeting #:	Meeting Date:
	<ol style="list-style-type: none"> <li>1. Introductions and getting to know each other. Share your experience, backgrounds, and reasons for being a mentor/mentee.</li> </ol>	
Mentorship Agreement	<ol style="list-style-type: none"> <li>2. Review and customize your <i>Mentorship Agreement</i> to set expectations for your mentorship relationship.</li> <li>3. Review and sign the <i>Mentorship Code of Conduct</i>.</li> </ol>	
Set Goals	<ol style="list-style-type: none"> <li>4. Use the <i>Goal Setting Worksheet</i> to set some SMART goals and create an action plan with your mentor/mentee.</li> </ol>	
Meeting Closure	<ol style="list-style-type: none"> <li>5. How was our meeting today for you?</li> <li>6. What would you like to focus on for our next meeting?</li> <li>7. Is there anything we have not talked about that you would like to discuss?</li> </ol>	
Next Meeting Date:		