

PLANNING FOR MEETINGS WITH YOUR MENTOR

Planning for meetings with your mentor will help you gain the most out of the experience and make meetings most productive.

Enrollment & Pairing Goals & Expectations **Mentoring Meetings** Assess Successes Report Results

Apply this content during the Mentoring Meetings section of the Mentoring Lifecycle. Applying the best practices below will allow you to maximize your growth potential when planning for meetings.

1 - Be Prepared

- Know your goals and progress towards those goals, be ready to articulate them.
- Have a specific goal for each conversation.
- Have a copy of your ECA, IDP, 360, etc. and be ready to share your results.

2 - Be Committed

- Be on time.
- Give early notice for rescheduling.
- Make mentoring a priority.
- Be deliberate in your efforts to develop.

3 - Be Clear

- How do you think your mentor can assist in helping you achieve your goals?
- What do you need from your mentor?

4 - Know and Share Strengths

- What are you doing well?
- Where are you experiencing success?

5 - Discuss Growth Areas

- Where are you getting stuck?
- What is holding you back?
- What actions are you taking to proactively work on your growth areas.

6 - Be Curious

- Read your mentor's bio and be ready to share why you selected your mentor.
- Have questions for your mentor, get to know them.

7 - Show Gratitude

- Say thank you.
- Share what you are getting out of this experience.
- Give feedback, explain how this is beneficial.



Utilize the Mentoring Action Plan to capture and track goals.