

Mentoring

The first meeting

With a new mentoring relationship agreed, it's important to start things off in the right way with a meaningful first meeting. Here are some tips on how to prepare, what to cover, a skills questionnaire and key questions to drive the discussion.

First meeting preparation

Below are some headings to remind you of the topics to cover in the first meeting:

- Introduction – Agree agenda/format for meetings.
- Discuss Mentee's Briefing and agree a Mentoring Contract
- Discuss Mentee's career aspirations and time scales.
- Discuss completed first meeting questionnaire if required to understand priorities
- Discuss all items prepared for meeting i.e. Objectives etc.
- Other issues e.g. agree frequency of meetings.
- Action points
- Date of next meeting

Items for Mentee to bring to first meeting

- 1) Completed preparation questionnaire
- 2) Personal Development Plan
- 3) Your current business objectives
- 4) Your Job Description
- 5) Your last Performance Review
- 6) Your Future Career Aspirations
- 7) A SWOT analysis about yourself

The **First Meeting Questionnaire** is designed to help you identify areas where you could gain from a relationship with a Mentor, and to assist your Mentor to understand your Mentoring needs

Review the following list of skills and attributes. What do you feel competent in now? What would you like to be more competent at? Score yourself on a scale of 0 = low, 10 = high, for your current performance and indicate the importance you attach to each for your future career development.

Professional skills:	Current	Future
Business awareness: understanding of the organisation's objectives		
Strategic planning: planning appropriate to the organisation's long-term objectives.		
Foresight: identification of new opportunities resulting from changing circumstances.		
Decision-making: ability to make timely, balanced decisions and acceptance of responsibility for outcomes.		
Decision-making: ability to make timely, balanced decisions and acceptance of responsibility for outcomes.		
Systematic problem solving: working through problems using appropriate techniques		
Creative problem solving: generating new solutions, which carry risk, but may add value?		

Professional skills:	Current	Future
Financial analysis: interpreting financial data competently.		
Judgement: reaching rational conclusions based on knowledge and experience.		
Vision: developing a view of the future compatible with goals and opportunities.		
External awareness: incorporating external opportunities and threats in solving problems.		
Technical/professional skills and knowledge: the behaviours surrounding the activities you manage		
Operations management skills and knowledge: how you manage your responsibilities.		
Information management skills and knowledge: how you use IT to support effective working.		

1. What objectives do you hope to achieve through the Mentoring relationship and what development opportunities do you believe will be available to you?

2. What areas do you wish to work on with your Mentor? How might your Mentor help you develop competence in each?

3. How much time do you expect to be able to allocate to tasks set by the Mentor?

4. What proposals would you make to your Mentor in order to ensure you take best advantage of the opportunities on offer?

5. Do you have clear career goals? If so, outline your self-development plan to achieve them.

6. What would you like to get out of the Mentoring relationship?

The Mentoring Agreement

Following the meeting with the Mentee the Mentor should write (by email is fine) to the Mentee to confirm the following:

- Outline what the Key Learning Goals will be for the individual.
- Make a statement committing your support as a Mentor toward the Mentee
- Clarify that the Mentee also needs to be committed to the process and to their development.
- Finally confirm that the relationship will be based on trust and honesty and agree the date for the next meeting.
- Confirm Your availability in terms of contact and how best to do this e.g. Mobile etc.



Contact Us

We are passionate about transforming organisations through people. We love to be creative in our solutions. We love working collaboratively, and will listen to understand your challenges.

Tell us about your work, share your ideas, or ask us a question. We'd love to hear from you!

Telephone: 07519 604562

Email: enquiries@talentstorm.co.uk

