



Steps to Success

A successful mentoring relationship relies upon:

- The Mentor and Mentee getting on well together.
- Mutual respect, honesty and confidentiality.
- Commitment of time.
- Agreed objectives and boundaries
- Self analysis
- Evaluation.

First Meeting

The purpose of the first meeting is to discuss setting up your Mentoring partnership.

Checklist for a First Meeting

- Where should we hold our meeting and how long will it last?
- What do we need to know about each other?
- What will make a useful relationship for both parties?
- How often and where will meetings take place? In person, by phone, by email, by letter?
- Discuss and agree how the mentoring process will be reviewed, formally in writing, verbally?
- Agree a potential timescale for the Process.
- Discuss and agree arrangements for ending the mentor/mentee relationship on completion of the Process.