

## Outline Agenda

	Item	Timing (approx.)
1	<p><b>Initial introductions: Mentor</b></p> <ul style="list-style-type: none"> <li>• Personal facts (age, family, partner's name, education, interests, etc.)</li> <li>• Professional facts (role, previous occupations, key areas of experience and ability).</li> <li>• Anything else that seems relevant.</li> </ul> <p>Hint: Keep the tone light and informal, its okay to tell stories, share what goes well, not so well etc.</p>	15 min.
2	<p><b>Initial introductions: Mentee</b></p> <ul style="list-style-type: none"> <li>• Personal facts (age, family, partner's name, education, interests, etc.).</li> <li>• Professional facts (role, previous occupations, key areas of experience and ability).</li> <li>• Anything else that seems relevant.</li> </ul>	10 min.
3	<p><b>Highlight areas of connection/crossover</b></p> <ul style="list-style-type: none"> <li>• Where are the similarities or connections (personal and professional)?</li> </ul> <p>Hint: Allow these topics or facts to emerge naturally, these may not be what you imagine and so be willing to enquire further in potential areas of coincidence and connections.</p>	5 min.
4	<p><b>Agree the best way to work together practically</b></p> <ul style="list-style-type: none"> <li>• Duration of support (fixed timeframe or open-ended support).</li> <li>• Methods of contact (face to face, telephone or Skype), e-mail schedule and frequency of contact.</li> <li>• How you want to review progress, exchange feedback etc.</li> </ul> <p>Hint: Be both aspirational and realistic, e.g. what's the potential and also how will you make that more probable?</p>	15 min.



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	Item	Timing (approx.)
5	<b>Identify the mentee's (known) areas of required assistance/support</b> <ul style="list-style-type: none"> <li>• What do you want to gain from mentoring?</li> <li>• Which topics are you interested in developing more awareness or ability?</li> <li>• What personal or professional goals are you aware of?</li> </ul> <p>Hint: Again, recognize that some of these can be known now, whilst other topics will emerge naturally over time.</p>	30 min.
6	<b>Discuss the mentor's potential to offer support in the previous areas</b> <ul style="list-style-type: none"> <li>• Here's where the connections seem to be, or areas of potential focus.</li> <li>• Here's how I might be able to help (by sharing experience, knowledge, advice or even assistance).</li> <li>• Here's what is less likely, or less obvious as where I might be able to help, because I don't have obvious experience or knowledge, or I'm less comfortable, etc.</li> </ul>	10 min.
7	<b>Agreements, way forward</b> <ul style="list-style-type: none"> <li>• What next, e.g. when and how shall we meet?</li> <li>• What needs to happen between this conversation and the next?</li> <li>• What else do you want to say or ask?</li> </ul> <p>Hint: Remember, this is not a 'managing' relationship where progress will be evaluated in performance terms. Actions or agreements are simply what occurs naturally as something the mentee feels like they want to do*.</p>	10 min.

\*For clarification, see 'What is mentoring? An overview', From The Mentoring Manual, by Julie Starr

