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Worksheet 2: Mentor's Checklist - Planning For The First Meeting

Use this checklist to plan initial meetings with your mentees in light of what you hope to help them achieve over the long-term.

☐ Arrange first meetings with potential mentees.

☐ Explain the goals for meetings and discuss how confidentiality should be handled.

☐ Discuss what each of you perceives as the boundaries of the mentoring relationship.

☐ Review the mentee's current experience and qualifications.

☐ Discuss and record the mentee's immediate and long-term goals; explore useful professional development experiences in light of these goals. Record these on a professional development plan. (See Worksheet 3.) Discuss strategies and target dates.

☐ Discuss and record any issues that may affect the mentoring relationship such as time and financial constraints, lack of confidence, new to the role, etc.

☐ Arrange a meeting schedule (try to meet at least once a quarter). Record topics discussed and feedback given at each meeting. Ensure that all meeting records are kept confidential and in a safe place.

☐ Discuss the following activities that can form part of your mentoring relationship:

- Giving advice on strategies for improving teaching.
- Organizing observation(s) of teaching and providing constructive feedback.
- Organizing a session of work shadowing.
- Consulting on issues or concerns the mentee has with research groups.
- Providing feedback from other sources (junior faculty, faculty, administrators, and other mentors in or outside the University).

☐ Create a mentoring action plan that reflects different professional development needs at different stages of the mentee's academic development.

☐ Encourage your mentee to reflect regularly on his or her goals, achievements, and areas for improvement. Ask the mentee to compose a brief reflection essay (e.g., 1/2 page) prior to each meeting.

☐ Amend the mentoring action plan as needed by focusing on the mentee's developing needs.

Adapted from: *Mentoring towards excellence: Section 4: Handbook and guidelines for mentors and mentees*. Association of Colleges and the Further Education National Training Organisation, Learning and Skills Council: Coventry, England.