

## First Meeting Priorities



### Build Rapport

- ▶ Agree on the context and goals for working together
- ▶ Do your respective initial expectations of the relationship align?
- ▶ Who will be the 'driver' of the relationship?  
*(Mentor should look for mentee to lead)*

### Structure

- ▶ Agree on meeting frequency and length  
*(suggestion: 60 minutes per month)*
- ▶ Plan specific future meeting dates
- ▶ Agree on best communication method between meetings (email, text, phone, Teams)
- ▶ Identify the key issues to work on