SAMPLE AGENDA FOR INITIAL MEETING

1. Introductions: Get to know one another:
   - Briefly share your personal and professional history
   - Swap stories about your AUP experience. Identifying points of connection will begin to establish a shared rapport
   - Use the Icebreaker Exercises listed in the Resources Section. This is a set of questions that you can use to guide a conversation with your mentor/mentee to get to know one another better.

2. Discuss your expectations for your mentoring relationship:
   - What do you each want to get out of this partnership?
   - What does mentoring look like to you? How do you envision this relationship playing out?
   - Refer to the Setting Expectations sheet to help guide this conversation with your mentor/mentee. This doesn’t need to be signed or turned in, it is simply an exercise to ensure that both parties have clearly defined, shared expectations and goals.

3. Set your goals for your mentoring relationship:
   - Articulating clear goals is critical to the success of your partnership. Take this time during your first meeting to brainstorm your goals.
   - Refer to the Goal-Setting Guidelines sheet and double check that your goals are clearly expressed and attainable.
   - Once you and your mentor have written your goals, add them to your Setting Expectations sheet, mentioned above.

4. Schedule your next meeting:
   - Be sure that you’ve exchanged relevant contact information like email address, phone number, or Skype username.
   - Get excited! You and your mentor/mentee are off to a great start.