



## 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.