



Mentoring: Power of 2

Initial Meeting Worksheet

The following worksheet is meant to facilitate the initial discussion and help the mentor-mentee pairs agree on expectations for the relationship. It is suggested that the mentee review the worksheet with your mentor prior to meeting and attend the meeting prepared to discuss the questions with his/her mentor. Please submit a copy of this worksheet to Mentoring: Power of 2 at mpioh@aol.com.

I AM A: <input type="checkbox"/> Meeting Planner <input type="checkbox"/> Independent Planner <input type="checkbox"/> Third Party Planner <input type="checkbox"/> Supplier			# OF YEARS IN THE INDUSTRY
NAME	DESIGNATION(S) <small>(EXAMPLE: CMP)</small>		
COMPANY	WORK PHONE	HOME PHONE	

- Here's what I'd like you to know about me before we begin:
(Give a brief description of your career background and current position. You might include educational background, current job duties, promotion opportunities.)

- I hope to get the following things out of the mentor/mentee relationship:
(List two or three specific goals you wish to achieve or information you wish to acquire in conjunction with your mentor.)

- At the end of the relationship, the number one thing I will have hoped to achieve is:

- My biggest professional strength is:

5. My greatest professional challenge is:

6. I prefer to meet in person by telephone.

7. My best day/time to meet is...

8. How often will we meet?

9. How long will we meet for?

10. Where will we meet?