

**MENTOR MATCH PROGRAM
WORKSHEET A
FIRST MEETING OF THE MENTEE AND MENTOR**

Worksheet A is intended to facilitate the discussion between the mentee and mentor during their first meeting and prepare them for the joint development of the mentoring plan.

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MENTORING GOALS

The mentee should articulate his or her specific goals for the mentoring relationship to assist in the development of a meaningful personalized mentoring plan. Discuss together three or more goals the mentee has for the mentoring relationship.

Keep in mind that a goal is something that one wants to achieve - an objective. A mentee reflecting on his or her goals for the mentoring program might complete the following statements:

- a) I am most interested in the following mentoring plan activities. . .
- b) I have the following personal development plans that I want to achieve in the next year. . .
- c) I need to know more about. . .
- d) I want to strengthen the following skills. . .
- e) In five to ten years, I see myself doing. . .

MENTORING EXPECTATIONS

The mentee and mentor should discuss their individual expectations and resolve any concerns over expectations.

Keep in mind that an expectation is a confident belief, strong hope or presumed notion that a particular result or event will occur. The exercise of listing the expectations of the mentoring relationship is intended to help the mentee and mentor understand each other's intentions so that neither feels disappointed or betrayed when they do not conform to some expectation that was never made explicit and so that they can resolve from the outset any unrealistic expectations of each other.

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To assist you in reflecting on the expectations you have of your mentoring relationship, think about how you might complete the following statements:

- a) I expect that we will meet (how often) for (how long).
- b) I hope that you will be otherwise accessible to me (how often and in what capacity).
- c) I expect that we will do the following types of activities together. . .
- d) I would like you to help me to. . .
- e) I expect that you will treat me. . .
- f) I think you need to know this about me. . .

COMPLETING THE MENTORING PLAN

The mentee and mentor should discuss the specific activities and experiences in the mentoring plan to develop a personalized plan that they will complete together by the end of the mentoring term. Both the mentee and Mentor must pledge to complete the mentoring plan. The mentoring plan must be submitted to the ISBA or your Approved Organization within 30 days of the start of the mentoring term.