

HOW TO RUN A SUCCESSFUL MENTORING MEETING

General:

- Introduce yourself
- Share basic information about your background (education, career journey, etc.)
- Connect with your mentee/mentor on LinkedIn
- Set mutual expectations and goals
- Provide honest and constructive feedback
- Keep expectations realistic
- Learn from each other

Mentor Specific:

- Research your mentee (LinkedIn, web search, published work, etc.)
- Discuss things in common (this could be used as an icebreaker)
- Brush-up on your expertise – discuss expertise that is highly relevant to their goals/career desires
- Tell the mentee about yourself (include overview of career journey, key achievements, passions and interests and why you want to be a mentor)
- Stress confidentiality – remind your mentee everything discussed stays between the two of you, make sure your mentee feels comfortable
- Discuss their mentees goals – what development areas or goals s/he wants to achieve and in what time frame
- Set mutual expectations – how often should you meet, how long you want the sessions to be, and how do you prefer to communicate
- Share relevant materials

Mentee Specific:

- Research your mentor (LinkedIn, web search, published work, etc.)
- Send mentor resume (if requested); Send 2-3 brief paragraphs describing your work
- Give your mentor an idea of what you want to focus on
- Get mentor's contact information and preferred method of communication
- Confirm the meeting a day or two in advance
- Ask open ended questions (Could you tell me about your career journey so far, when, and why you joined the company, you are currently working at, etc.)
- Schedule your next session and follow up with an invite for the next session
- Share relevant materials
- Share professional goals
- Email a follow up review from the meeting within 72 hours (about 3 days).