## First meeting agenda items

**All meetings will be remote due to Covid restrictions**

Contact details

* Exchange details of how you wish to be contacted (only provide your mobile or personal email address if you are happy to).
* Collect the mentor’s telephone number, direct dial/extension and the main reception number for their organisation so you can get a message through to them in case of emergency.

Get to know each other

You may want to share some information about yourself, such as:

* your educational and/or family background
* your career choices and long term goals
* what you think you can offer
* what you hope to achieve from the partnership
* why you wanted to join the scheme

You may also want to clarify each other’s expectations of the scheme and each other.

Plan of action

* Discuss which objectives you want to prioritise.
* Negotiate which priorities you are going to work on together.
* Agree how many meetings you anticipate having/needing based on what you want from the experience.
* Provisionally plan the topics to be discussed at each meeting (you can re-negotiate this later).

Acceptable times and venues for meetings and calls

* Discuss where and when you will meet (virtually due to Covid).
* Each party should point out any restrictions to times and places
* Always meet in a public place, meeting room or in the workplace

Confidentiality

* Clarify that you both understand issues of confidentiality within the mentoring relationship and the mentor’s organisation.

Note taking

* Agree who is going to take notes and write up action plans or whether you’d both like to take your own notes.
* If anything confidential comes up, make sure you discuss how this should or should not be recorded.

Monitoring and evaluation

Discuss how you will monitor your own progress and what to do if any problems arise.

Date and time:

Place (Virtual link):

Aims and objectives of the meeting

Key points discussed

Action points agreed (be SMART - Specific, Measurable, Agreed, Realistic and Time specific)

Next meeting

Date and time:

Place (Virtual link):