

LEAD MENTORING PROGRAM
LEADERSHIP EXCELLENCE, ACHIEVEMENT, AND DEVELOPMENT
Readiness Checklist

Complete the following checklist to determine if you have sufficiently completed the negotiating phase.

- ___ 1. Accountabilities are in place for me, my mentee, and the relationship.
- ___ 2. Expectations are clear.
- ___ 3. Goals are well defined and clear.
- ___ 4. The responsibilities of each partner are defined.
- ___ 5. Norms have been developed and agreed to.
- ___ 6. We have decided how often we should meet.
- ___ 7. We are in agreement about how often we should connect and who should do the connecting.
- ___ 8. We have articulated criteria for success.
- ___ 9. We have developed a workable strategy for dealing with obstacles in the relationship.
- ___ 10. Our operating assumptions about confidentiality are well articulated.

Adapted from Lois J. Zachary, *The Mentor's Guide: Facilitating Effective Learning Relationships*