

LEAD MENTORING PROGRAM
LEADERSHIP EXCELLENCE, ACHIEVEMENT, AND DEVELOPMENT
Mentor's Strategies and Considerations for Initial Conversations

To-Do List	Strategies for Conversation	Mentor Considerations
Take time to get to know each other.	Obtain a copy of your Mentee's resume in advance of the conversation.	Establish rapport. Exchange information. Identify points of connection.
Talk about mentoring.	Ask: Have you ever been in a mentoring relationship? What did you learn from that experience?	Talk about your own mentoring experiences?
Determine the Mentee's goals.	Ask: What do you want to learn from this experience? Give the Mentee an opportunity to articulate broad goals.	Determine if the Mentee is clear about her own goals and objectives.
Determine the Mentee's relationship needs and expectations.	Ask: do you want out of the relationship?	Are you clear about each other's wants, needs, and expectations for this mentoring relationship?
Define the deliverables.	Ask: What would success look like for you?	Do you have an area of experience or expertise that is relevant to your Mentee's learning goals?
Candidly share your assumptions, needs, expectations, and limitations.	Ask for feedback. Discuss: Implications for relationship.	What are you willing and capable of contributing to the relationship?
Discuss options and opportunities for learning.	Ask: How would you like to go about achieving your learning goals? Discuss learning and communication styles. Ask: What is the most useful kind of assistance I can provide?	Discuss implications of each other's styles and how that might affect the relationship.

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