

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

Rate Your Meetings Against the Criteria Below:	Never	Sometimes	Most of the Time	Always
We meet regularly.				
We do a good job of communicating schedule changes that may affect mentoring meetings.				
We notify one another if we cannot follow up or honor our commitments to each other.				
We check our assumptions.				
Our communication is clear and misunderstandings are infrequent.				
We check in with each other to make sure that we stay on track with the learning goals.				
We provide feedback regularly and make sure it is two-way.				
Our meetings are relevant, focused, and meaningful.				
We acknowledge and address conflict when it occurs.				
We are conscientious about safeguarding confidentiality.				

Adapted from Lois J. Zachary, *The Mentee's Guide: Making Mentoring Work for You*