

Mentee Checklist

AMINZ Mentoring Programme

A checklist for mentees to refer to before, during and after your first meeting with your new mentor

Before

You've been matched with a mentor. Time to get started.

Why are you here?

You will have already considered your goals and motivation behind getting a mentor when you first applied for the programme. However now is a good time to review your goals, ensure you have a solid grasp on them, and know what you are wanting to achieve - this will ensure you can communicate these to your mentor clearly from the get-go

What insights are you after?

While your mentor will be great, they won't be able to read minds! So, alongside knowing what your goals are - consider what your needs are and what particular expertise you are after. Help your mentor help you. The more they know about what you want out of the mentoring relationship, the more you'll be able to gain from them

Get to know your mentor, digitally

Time to explore your mentor's LinkedIn profile, AMINZ membership profile, company profile/bios and any other online or social presence they may have

Say hi and Introduce yourself

Send your mentor a short bio about yourself and include any relevant links to your own online/social presence so they can start to get to know you (digitally) ahead of your first meeting. Give them a brief overview of your background, education and experience, and briefly touch on some of your goals so they can come prepared

Nail down the nitty gritty

You don't need to secure all the details quite yet, but it's up to you to set the first meeting. Work out whether this will be online or in-person and set a date and time. You can set the parameters for your ongoing meetings at your first catch up, if need be. For now - focus on getting that first meeting in the diary



During

You're about to embark on your first meeting with your mentor. What's next?

Lead the way

As the mentee, you are responsible for driving the relationship forward. Your mentor knows (and expects) this, so don't be shy to reach out and set meetings, track progress, send through meeting wrap-ups - the works! At the first meeting, let your mentor know your preferred way of working and how you will be tracking your progress towards you goals

Goal time!

You may have already touched on these over email, however, the first meeting is a time to clearly outline your goals and discuss steps on how to reach them. Have an idea of timelines and actions so you can present this to your mentor and seek feedback

After

The first meeting is done and dusted. Time to action a few things.

Meeting wrap up

It's a good idea to send a meeting overview/wrap up after your first (but ideally, every) meeting so everyone is on the same page and you know what your next actions are. This will help you both track your progress towards reaching your goals

Reflection time

Internally review how the meeting went. Was there anything you missed? If so, include it in your meeting wrap up so it's captured and can be actioned sooner rather than later

Further reading?

Your mentor may start sending through resources, reading, or insights that align with what you discussed. Make sure to utilise these and be prepared ahead of your next weekend to comment on them

Flick them a message

Don't ghost your mentor! Be sure to diarise your next meeting well ahead of schedule. Don't forget that reverse mentoring is also a thing - so ask if you can help them with anything. It's a win-win!

