

Mentor Checklist

AMINZ Mentoring Programme

A checklist for mentors to refer to before, during and after your first meeting with your new mentee

Before

You've just been matched with a new mentee. Time to get started.

- Have a solid understanding of your experiences and strengths**

Ensure you have had time to consider what set of skills and experience it is that you're bringing to the mentoring relationship. You've likely already outlined this when applying to become a mentor/updating your AMINZ member profile, but it's worth revisiting this each time you begin a new mentoring relationship

- Know what you're wanting to gain from being a mentor**

Mentoring goes both ways. Be sure to have an idea of what it is that you may want to gain from the mentoring relationship

- Get to know your mentee, digitally**

Review who your new mentee is by exploring their LinkedIn profile, company profiles/bios or any other public online presence they may have

- Say hi and Introduce yourself**

Send your mentee a message or email with a high-level overview of who you are, your background, and what you're looking forward to in the mentoring relationship. This should help set the scene ahead of your first meeting

- Ask them to introduce themselves**

If they haven't already done so, ask your mentee to send you through their own bio and background. If they have something in particular they're going to want your insights on, this would be a great time for them to share it with you



During

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

Housekeeping

Probably one of the most important conversations to have from the get go - the parameters of your mentoring relationship. Determine how often you're going to meet, how these meetings will take place, how you want to communicate outside of your meetings etc. Be open about your expectations of one another to ensure smooth sailing going forward

Hello, hi, how are you?!

With the admin out of the way, now it's time to delve further into your background, experience, and professional highlights. Expand on what you've already discussed prior to this meeting and get to know one another

Outline your expectations

Dive into the reasoning behind why you're mentoring so that they have a solid understanding of why you're here and how you plan to assist them in their professional journey

Make sure you know what their expectations are

Be sure to ask lots of questions and to know exactly what your mentee is after, and hoping to gain, from the mentoring relationship. This will ensure that going forward you know where you fit in and how you can best assist them in reaching their professional goals

After

The first meeting is done and dusted. Time to get into the nitty gritty.

Reflection time

Internally review how the meeting went and consider whether anything important was missed. If it was, action it sooner rather than later. Be sure to review any meeting follow-up/overview that your mentee sends through and provide feedback if necessary

Further reading?

You should have a pretty good grasp on what your mentee is hoping to gain from your mentorship so now is a good time to begin collating any resources, insights or research that can help kickstart their learning ahead of the next meeting

Time to catch up again

It may take a while for your mentee to feel comfortable scheduling in your next meeting(s). While it is up to them to take the lead on the relationship, if you if you haven't heard from them reach out and encourage them at the start to schedule the next catch up

