



# MEETING AGENDA 1

## The chemistry meeting agenda (60 minutes)

### 1. BUILDING RAPPORT AND TRUST (20 MINUTES)

Get to know each other and build on this rapport and trust in further meetings.

- Introduce yourself and give a little background – personal, family, career, interests.
- What do we have in common?
- Share something that the other person may not know about you.

### 2. AGREEMENT FOR ENGAGEMENT AND SETTING GROUND RULES (10 MINUTES)

What do you both agree on for you to engage with each other going forward? This agreement needs to be reviewed at each meeting. Draw up a list together.

- Safe haven and confidentiality
- Commitment to the journey
- Honesty and openness
- Being present
- Actively listen
- Desire for both to learn from each other
- How to give feedback and how often
- Challenging each other
- Reviewing our relationship – how do we do it and how often?
- What will we do if the other person does not commit to this agreement going forward?

### 3. ROLES AND EXPECTATIONS (10 MINUTES)

Discuss with each other the roles and expectations of a mentor and mentee.

- What is my understanding of what a mentee should do? What are your expectations of a mentor?
- What is my understanding of what a mentor should do? What are your expectations of a mentee?
- What time commitment is expected for this mentoring journey?
- Are we both prepared to commit to the time required?

## Continued

- How often should we meet and for how long?
- Who drives the relationship and sets up meetings?
- What boundaries need to be put in place?
- How do we contact each other outside of this meeting?

### 4. ASPIRATIONS AND GOALS (15 MINUTES)

Discuss your aspirations for your mentoring journey. Both to share.

- What do you aspire to get from this mentoring journey?
- Do you have any challenges, issues, or dilemmas that you are wanting to bring to the mentoring conversations? (Not to go into detail, but to share top level and then decide what to bring along for next meeting.)
- Do you have any goals that you have been thinking about?
- Do you want to list any primary goals that you would like to work on and any secondary goals?
- How would you define those goals in one sentence or a few words?

### 5. WRAP UP AND APPRECIATION (5 MINUTES)

Closing the first meeting.

- Set up a date, time, and place in the calendar for your next meeting.
- Exchange any other contact details you may not already have shared.
- Reminder for the mentee to send the agenda or list of discussion points a few days before the next meeting.
- Appreciate each other.