



UNC
HEALTHSM

Mentor Meetings Guide

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MENTORING MEETINGS OVERVIEW AND INFORMATION

Mentor Meetings Overview

Meeting preparation is a two-way street in mentoring relationships. Both parties must actively prepare for the meetings to ensure beneficial and successful meetings occur. Mentors must be prepared for the meeting, but mentees must actively decide and design the meeting agenda. Mentors offer guidance, support, and advice but the mentee should inquisitively use their time wisely to gain the most benefit whether the meeting structure is formal or informal.

Your First Mentoring Meeting

The first meeting is important for several reasons. Mentors and mentees will be given the chance to find out more about each other, establish mutual expectations, and discuss goals of the relationship. Below are two sets of questions to use during your first meeting and expectations to agree upon. The first set of questions focuses on understanding background and the second set of questions focuses on gaining a sense of expectations.

Questions to Understand Background

- ❖ What is your educational/professional background?
 - Including your current role and years with the organization?
- ❖ What are your greatest strengths?
- ❖ What are your greatest weaknesses?
- ❖ What are your short-term career goals?
- ❖ What are your long-term career goals?
- ❖ What are your hobbies/interest outside of work?
- ❖ What are your educational aspirations, if any?

Questions to Understand Expectations

- ❖ What do you see as my role as your mentor?
- ❖ What ground rules do we need to establish? (privacy, candid feedback, honesty, etc.)
- ❖ What topics are off-limits? (performance reviews, personal lives, etc.)
- ❖ What do you think will be challenging about this relationship?
- ❖ Are there any topics of urgent interest?
- ❖ What topics do you want to cover in our conversations?
- ❖ What do you hope to gain from this relationship?
- ❖ How do you prefer to communicate between meetings?
- ❖ When is the best time for you to meet?

Deciding on Expectations During Your First Meeting

It is important to establish mutual expectations during your first meeting to ensure both parties are clear on what is expected of them during their time together. See below for sample expectations that can be established.

Core Performance Expectations

- ✓ Be willing to discuss failures and success
- ✓ Demonstrate a genuine interest in being helped by a mentor
- ✓ Demonstrate application of learning obtained through the relationship
- ✓ Exhibit a desire to improve in a specific area or learn a new skill
- ✓ Identify professional development goals, priorities, and career interests
- ✓ Listen actively
- ✓ Provide honest feedback
- ✓ Seek ways to achieve objectives and contribute ideas for solving particular problems

Time Commitment Obligations

- ✓ Be accountable for scheduling meetings with mentor
- ✓ Be respectful of mentor's time and schedule
- ✓ Commit the requisite time and energy
- ✓ Do the necessary pre-work for mentoring conversations
- ✓ Follow-up on actions items identified during conversations
- ✓ Informally communicate regularly with your mentee

Mentoring Outside of Sessions

- ✓ Attend mentoring-related meetings and events
- ✓ Maintain privacy/confidentiality of development conversations
- ✓ Provide input to assess and improve the mentoring program
- ✓ Take advantage of organizational resources
- ✓ Track development and career progress

Sample Meeting Topics – Mentee → Mentor

There are many different topics that can be discussed during mentoring meetings. Below is a chart of sample meeting topics focused on the mentee inquiring information from the mentor.

Skills-Related	Career Story	Feedback	Situational
How can I improve my public speaking skills?	What was your first industry job?	How would you rate my presentation at/for _____?	How can I ask my manager/supervisor for more of a role in our department's projects?
What skill areas do you think I could improve on?	How did you reach your current position?	Do you think I am ready for an internal promotion? If not, what suggestions do you have for improvement and growth?	How would you address a peer not helping on an assigned project?
What skills do you think are most beneficial for me to have in my current position? Future potential position?	Are there things you would have done differently knowing what you know?	What changes would you make to my personal vision statement?	I was told I need to be more strategic. What does that mean?
What tools, tips, or resources are helpful in managing myself and projects?	How did you come back from a mistake you made at work?	How can I demonstrate our values and mission statement in my daily work?	When trying to get buy-in for a new idea, what tactics have worked for you?

Sample Meeting Topics – Mentor → Mentee

There are many different topics that can be discussed during mentoring meetings. Below is a chart of sample meeting topics focused on the mentee inquiring information from the mentor.

Career Path	Leadership	Goals	Organizational
Where do you see yourself in five years?	Do you have any reservations about your responsibilities?	What goals do you want to achieve next month?	How would you define our organization's culture?
Why did you apply for your current role and how does it align with your long-term plan?	How did you adjust to your role?	What goals do you want to accomplish in the next six months?	How do you see your role benefiting the organization?

Are you happy in your current role? If not, why?	What methods are you using to communicate effectively with your team and management?	How do you measure your success?	What areas of the company do you think could be improved through your role?
What is your dream job, or do you feel like you have already achieved it?	What are three words you would use to describe your leadership style, even if you are not in a formal leadership role?	What other roles would you be interested in within the organization, if any?	Do you have specific ideas or projects that could lead to improvement?

Sample Questions for Use During and After the Meetings

There are several questions that can be used during and after the mentoring meetings have begun to keep both parties focused and on track. See below for a list of sample questions to use once the mentoring meetings have begun.

- ❖ What have you accomplished since our last session?
- ❖ What challenges (if any) have come up for you?
- ❖ What opportunities are available to you now? Are there opportunities you would like to have but currently do not have access to?
- ❖ What skills do you plan to develop?
- ❖ What goals do you plan to achieve and how do you plan to achieve them?
- ❖ How do you plan to stay on track and organized?

Sample Meeting Template

Mentoring Meeting Names of Participants Date - Time		
Agenda Item #	Duration	Agenda Topics
I.	10 min	Introductions
II.	10 min	Personal vision statement review
III.	10 min	Today's topic to be discussed
IV.	10 min	Questions for the mentor/mentee
V.	15 min	Situational role play
VI.	5 min	Next Meeting (determine next date and any assignments to be completed prior to next meeting)

Mentor Meeting Schedule

Date <i>(12 meetings - once per month)</i>	Time <i>(Duration = 60 minutes)</i>	Participants <i>(Mentor/Mentee names)</i>	Format <i>(Virtual or Face-to-face)</i>

Mentor & Mentee Contact Information

	Name	Email	Phone	Location
Mentee				
Mentor A				
Mentor B				