

First Sessions Guide

Welcome! We're thrilled to have you begin your mentorship journey with us.

To help ensure that your mentorship sessions are productive and valuable, we've created this Mentoring Guide. Please take a moment to review it before your first meeting.

Design and Create Your Mentorship

Once you're matched with your mentor, take some time to think about your goals and what you'd like to discuss. To make the most of your time together, it's a good idea to send your questions or topic ideas to your mentor in advance. Keep in mind that this mentorship is a partnership - it's important to discuss expectations and build trust together.

Here are some guidelines to follow throughout your mentorship journey:

- **Confidentiality:** Determine what information can be shared and what should be kept private. Consider if a non-disclosure agreement is necessary.
- **Parameters:** Establish the main focus of the mentorship and what can and cannot be discussed.
- **Goals and Accountability:** Set initial goals and discuss how you'll hold each other accountable for progress. Determine how often to revisit and set new goals.
- **Gratitude and Feedback:** Discuss expectations for feedback, and make sure to express gratitude for each other's time and insights. You can also give praise on Upnotch for others to see!
- **Availability and Meetings:** Establish appropriate times to contact each other, and schedule your next meetings in advance.

First Meeting: Introduction Session

Duration: 30 minutes to 1 hour

Goal: Introduce yourselves and establish shared goals

Topics: Get to know each other by discussing background, education, current and past roles, passions, hobbies, and goals.

Suggested questions:

- Where are you from? Where did you grow up?
- Where did you go to school and what did you study?
- Where have you worked before? Where are you working now?
- What is a topic that you're particularly passionate about?
- What do you like to do for fun or hobbies?
- What are you interested in learning more about?
- What are your short-term goals?
- Can you tell me more about your role and responsibilities?
- What keeps you up at night within your role?
- What are some of your expectations for career progression?
- What advice have you received from your previous mentors?
- What does success look like for you in your role?