# Mentoring Checklist

## First Meeting – April 2020

* Introductions
	+ Educational background, work experience, family/personal life, hobbies/interests
* Discuss Mentor Goals
	+ Why you agreed to participate as a mentor, what you are hoping to give back
* Introduce the mentee of the hour and the topic they have chosen
* Discuss mentees’ agenda and goals that they have outlined
* Begin working through agenda, providing advice and prompting discussion within the group

## Intermediate Meetings – May to August 2020

* Introduce the mentee of the hour and the topic they have chosen
* Discuss mentees’ agenda and goals that they have outlined
* Begin working through agenda, providing advice and prompting discussion within the group
* Solicit feedback and perspectives from other mentees
* Set an action plan on how mentees can actively apply what was discussed, and plan to return the next session with examples of how they have done this.
* Confirm the topic, date and time for the next meeting

## Last Meeting – September 2020

* Introduce the trainee of the hour
* Discuss mentees’ agenda and goals that they have outlined
* Solicit feedback and perspectives from other mentees
* Reflect on major outcomes from the mentoring program
	+ What have you learned, what do you still need to work on?
* Discuss next steps for continual personal and professional growth and development
* Remind mentees about the WMIS Mentor Network Closing Reception at WMIC 2020.

**APRIL 2020 meeting**

Mentor leading meeting:

Date:

Time:

Mentee’s topic of discussion:

Question’s to start discussion

1.

1.
2.
3.

**MAY 2020 meeting**

Mentor leading meeting:

Date:

Time:

Mentee’s topic of discussion:

Question’s to start discussion

1.
2.
3.
4.
5.

**JUNE 2020 meeting**

Mentor leading meeting:

Date:

Time:

Mentee’s topic of discussion:

Question’s to start discussion

1.

1.

1.
2.

**JULY 2020 meeting**

Mentor leading meeting:

Date:

Time:

Mentee’s topic of discussion:

Question’s to start discussion

1.

1.

**AUGUST 2020 meeting**

Mentor leading meeting:

Date:

Time:

Mentee’s topic of discussion:

Question’s to start discussion

1.

**SEPTEMBER 2020 meeting**

Mentor leading meeting:

Date:

Time:

Mentee’s topic of discussion:

Question’s to start discussion

1.

1.

1.