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FOR WOMEN**

A Guide to Your First Mentoring Meeting

Congratulations on being paired on the Mentoring programme! Your first meeting together is a crucial step in setting the tone and expectations for your relationship. This meeting will lay the foundation for a productive and rewarding experience. In this resource, we outline the roles that you and your partner play, while also providing you with our tips to get the most out of your relationship.

The mentee's role

As the mentee, it's your responsibility to schedule the first meeting and set the agenda. Don't worry - we're here to guide you through this process.

Tips for mentees:

- Be proactive: Take the initiative to schedule meetings and set the agenda. Show that you are committed to the mentoring relationship.
- Be open and honest: Share your goals, challenges, and aspirations with your mentor. The more they know about you, the better they can assist you.
- Listen and reflect: Pay close attention to your mentor's advice and feedback. Reflect on how you can apply their insights to your own journey.
- Set clear goals: Have a clear idea of what you want to achieve through this mentoring relationship. Share these goals with your mentor and seek their guidance on how to reach them.
- Prepare for meetings: Come prepared with topics or questions to discuss. This shows respect for your mentor's time and ensures productive sessions.

The mentor's role

As a mentor, your role is to provide guidance, share your experiences, and support your mentee's development. Your wisdom and insights will be invaluable in helping your mentee navigate her business.

Tips for mentors:

- Be open and approachable: Create a welcoming environment where your mentee feels comfortable sharing her thoughts and questions.
- Share your experiences: Offer insights from your own career journey, highlighting both successes and challenges.
- Listen actively: Pay close attention to your mentee's goals, concerns, and aspirations. Provide thoughtful feedback and encouragement, but make sure that you're letting her do the majority of the talking.
- Encourage growth: Challenge your mentee to think critically and explore new perspectives. Provide resources and opportunities for her development.

Setting the agenda for your first meeting

Here's a suggested agenda to ensure you cover all essential topics during your initial meeting:

Introductions

Building trust and rapport is key. Take the time to get to know each other and establish a connection.

Tips:

- Introduce yourselves: Both mentors and mentees should share their backgrounds.
- Share information: Discuss your business, work, personal life, country, and culture, as much as you're comfortable.
- Find common ground: Look for points of connection and shared interests to build rapport.

Determine expectations

Clear expectations will help both of you feel relaxed, honest and comfortable, maximising the benefits of your mentoring relationship.

Tips:

- Discuss goals: What do each of you want from this relationship? What does success look like?
- Establish meeting logistics: Decide how often you'll meet, for how long, and who will schedule the meetings (hint: it's the mentee's responsibility!).
- Communication between meetings: Determine how and how often you'll correspond between meetings.
- Manage time conflicts: Agree on how to handle any scheduling conflicts that may arise.

Setting ground rules

Firm ground rules are the backbone of a thriving mentoring relationship. Be clear about your expectations and how the relationship will operate.

Tips:


- Define boundaries: Discuss time availability, and any "no-go zones" (e.g., things you aren't comfortable discussing).
- Mutual respect: Define what respect looks like for each of you, particularly in terms of time and communication.
- Confidentiality: Agree on the confidential nature of your conversations, as indicated to by our privacy guidelines.
- Logistics and schedule: Plan a regular meeting schedule (that amounts to at least 2 hours each month).
- Constructive feedback: Agree on how to provide and receive constructive feedback and support.

Ending on a high note

Conclude your meeting by setting clear next steps and ending on a positive, motivating note.

Tips:

- Review the meeting: Reflect on the session. Have you covered everything? Any questions?
- Plan the next meeting: Confirm the date and time for your next meeting.
- Agree on the agenda: The mentee should draft and share the agenda before the next meeting.
- Follow-up: The mentee should send a follow-up email with key takeaways, a list of actions, and the details of the next session.
- Mentor's response: The mentor can reply with additional information or resources discussed during the session.



Remember to follow up promptly while the session is fresh in your mind to ensure nothing is overlooked.

With these steps, you're well on your way to a productive and enriching mentoring relationship.

Good luck!

