

## Strategies and Considerations for Initial Conversations

To-Do List	Strategies for Conversation	Mentor Considerations
Take time getting to know each other.	Obtain a copy of the mentee's bio in advance of the conversation. If one is not available, create one through conversation.	Establish rapport. Exchange information. Identify points of connection.
Talk about mentoring.	Ask: Have you ever before been engaged in a mentoring relationship? What did you learn from that experience?	Talk about your own mentoring experiences.
Determine the mentee's goals.	Ask: What do you want to learn from this experience?  Give the mentee an opportunity to articulate broad goals.	Determine if the mentee is clear about his or her own goals and objectives.
Determine the mentee's relationship needs and expectations.	Ask: What do you want out of the relationship?	Be sure you are clear about what your mentee needs or wants from this mentoring relationship. If you are not, encourage the mentee to think through what he or she wants from the relationship.
Define the deliverables.	Ask: What would success look like for you?	Do you have an area of experience or expertise that is relevant to this person's learning goals?
Share your assumptions, needs, expectations, and limitations candidly.	Ask for feedback. Discuss: Implications for relationship.	What you are willing and capable of contributing to the relationship?
Discuss options and opportunities for learning.	Ask: How would you like to go about achieving your learning goals?  Discuss ways: learning and communication styles  Ask: What is the most useful kind of assistance I can provide?  Discuss means: Shadowing, project?	Discuss implications of each other's styles and how that might affect the relationship.