ONTARIO SUSTAINABLE ENERGY ASSOCIATION

MENTORING PROGRAM

FIRST MEETING CHECKLIST

Getting to Know Each Other
Share some information about you background and current role.
Ask questions to learn about your Mentor or Mentee.

Establishing Guidelines
* When and where will you meet?
* How will meetings be scheduled?
* How to communicate between meetings?
* What agenda format will be used?
* Best ways to exchange feedback?
* How to measure success?

Plan Mentoring Goals
Think of the top 3 goals you want to achieve in the program (learn how to improve the process, how to deal with specific issues or general advice).

Plan Tasks per Goal
In the Tasks section on your dashboard list activities needed to achieve your Goals.

Confirm Next Steps
Schedule the dates, time and place or format of the next meetings.

Thank You!
Don't forget to thank your Mentor or Mentee!