

### Sample Agenda for Initial Meeting

#### 1. Introductions: Get to know one another

- a. Share your personal and professional history
- b. Swap stories about your Northwestern experience. Identifying points of connection will begin to establish a shared rapport
- c. Use the [Ice Breaker Exercise](#) listed in the [Resources Section](#). This is a set of questions that you can use to guide a conversation with your mentor to get to know one another better.

#### 2. Discuss your expectations for your mentorship relationship

- a. What do we each want to get out of this partnership?
- b. What does mentoring look like to you? How do you envision this relationship playing out?
- c. Use the [Setting the Tone for Our Mentorship Partnership](#) sheet to help guide this conversation with your mentor
- d. Fill out the [Mentorship Agreement Form](#) together. This doesn't need to be signed or turned in, it is simply an exercise to ensure that both parties have clearly defined, shared expectations and goals.

#### 3. Set your goals for your mentorship relationship

- a. Articulating clear goals is critical to the success of your partnership. Take this time during your first meeting to [brainstorm your goals](#).
- b. Be sure you understand what a [SMART Goal](#) is and double check that your goals are clearly expressed and attainable with [this worksheet and checklist](#).
- c. Once you and your mentor have written your goals, add them to your Mentorship Agreement Form, mentioned above.

#### 4. Schedule your next meeting

- a. Be sure that you've exchanged relevant contact information like email address, phone number, or Skype username.
- b. Get excited! You and your mentor are off to a great start.

*Don't Forget! Follow-up with your mentor within two days of your first meeting to thank them for their time and to confirm the date of your next meeting.*