



ALL Program Resource Guide

First Meeting Guide for Pairs

Thank you for signing up for the ALL Mentorship Program. We hope you are excited for your first meeting. Of course you can run your meeting however you would like but below are some helpful tips and tricks to help you get started!

Break the Ice

Everyone hates an icebreaker but they sure are effective. If you are feeling uneasy about your first meeting, consider starting it with an ice breaker. There are some ideas below.

- What's the best piece of advice you've ever been given?
- What is your favorite item you've bought this year?
- What would be the most surprising scientific discovery imaginable?
- What is your absolute dream job?
- What would your talent be if you were in a talent show?
- If you had to delete all but three apps from your smartphone, which ones would you keep and why?
- If you could have dinner with anyone living or dead who would it be; why?
- If you were going sail around the world, what's the name of your boat?
- What fictional family would you be a member of?
- What is your favorite television network?

Mentoring Agreement


This is not a mandatory document, but may be helpful when considering how to move forward in your relationship. Please see the full agreement in the link below.

- [Mentoring agreement](#)

What Do You Want Meetings to Look Like?

While you both will decide what meetings should look like to best serve you, the most successful meetings in our experience should follow the "Mentors provide the structure. Mentees provide the content" outline. Please know that you are free to structure your meetings how you would like but here are some ideas.

- **Flexible Outline-** Why this could work for you: The prework before the meeting allows the learner to be thoughtful about what they need out of this meeting and have time to gather their thoughts. This helps avoid that "Oh I totally forgot to mention X!" feeling after the meeting. It also allows the leader to mentally prepare for the topics that need to be discussed and do some research if needed.
 - The leader asks the learner to send an email a few days before the meeting explaining what the learner would like to discuss.
 - The leader and learn spend the first half of the meeting discussing new developments since the last meeting.
 - The second half is spent tackling how to address the problems or topics revealed in the first half.
 - For the last few minutes you together can decide what action items need to be completed before the next meeting. Is it attending an ALL Mentor Circle or panel? Is it reading a book or article or listening to a podcast? You decide!

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- **Structured Outline-** Why this could work for you: Everything is trackable and all in one place, making it easy to go back and reflect, as well as make sure both parties have done everything promised.
 - You can establish a shared GoogleDoc "journal" where your agendas for each meeting live.
 - Two to three days before each meeting, the learner fills out the document answering the same three questions
 - *Catching up* – What’s happened since we last talked? What have you done with the material we covered last time and what has been the outcome? How has that impacted your plan?
 - *Today’s topics* – This section is the core of the meeting and includes discussing major agenda topics, reviewing data, swapping thoughts and stories, and committing to actions to be taken. This often concludes with preliminary agreements on topics for the next meeting.
 - *Prep for next time* – The leader completes this section after the meeting. In it they highlight important topics to be revisited, questions to ask, potential new content for future review, and research or sources to share before the next meeting.

Concepts in this document are adapted from materials created by Adam Neaman and Colin Schiller at [Everwise](#) and from Museum Hack. “The Only List of Icebreaker Questions You’ll Ever Need.” Museum Hack, 25 Oct. 2020, museumhack.com/list-icebreakers-questions/.