

Northwestern | Kellogg

Initial Meeting: Sample Agenda

1. Introductions: Get to know one another
 - Share your personal and professional history.
 - Swap stories about your Kellogg experience.
2. Discuss your expectations for your mentorship relationship.
3. Set your goals for your mentorship relationship. Articulating clear goals is critical to the success of your partnership. Take this time during your first meeting to brainstorm your goals.
4. Schedule your next meeting. Be sure that you have exchanged relevant contact information and preferred methods of communication.

Setting the Tone for Our Mentorship Partnership

Below are some questions for students to think about before embarking on their mentorship relationship. Students can use these questions to guide a thoughtful conversation about what they want from this partnership.

1. Have you had a mentor/mentee before? What have your mentorship experiences been like?
2. What are your short-term and long-term career visions?
3. What are your broad learning goals and why are those goals important to you?
4. What is it that you need, want, and hope to gain from this mentorship relationship?
5. Think about your own and ask your mentor about their preferred communication style.
6. Ask your mentor:
 - How often should we meet?
 - How should we meet?
 - How long should each meeting be, generally?

Please note our recommendation is 30-to-60-minute meetings every four to six weeks, resulting in 2-3 meetings during the duration of the 12 weeks you are matched on the platform.

**This guide was developed based on the Northwestern Network Mentorship Program resources*