

Agenda

Introductory meeting

Date:

Place:

AGENDA

1. Start

Get to know each other and set the tone for the meeting. The meeting is led by the mentor, unless otherwise agreed.

2. Individual presentations

Be open and honest in your presentations. Talk about your professional and personal life, educational background and experience. For the mentee, discuss what you are good at and what you want to develop to help the mentor understand what they should do and what you want help with.

3. Expectations

Discuss your expectations of the mentorship process, both from the mentee's and the mentor's perspectives, even though it is normally the mentee's needs and goals that drive the mentoring programme. The mentee is also responsible for booking meetings and deciding what issues are to be discussed at each meeting.

4. Mentee goals

The mentee presents their thoughts on the goals of the mentoring programme. The mentor and mentee discuss the goals, which should be defined in writing before the next meeting. We recommend that you use the "Mentee goals for the mentoring programme" template.

5. Meeting structure

Decide how often you will meet. Mentoring meetings are normally held once a month, for approximately 90 minutes. It may be a good idea to meet a little more often at the beginning of the process. Decide how you want to meet. When and where? Online or in person? What is your routine if the mentee needs help or advice regarding an urgent matter between your mentoring meetings? Should the mentee send questions ahead of the next meeting so that the mentor can prepare? Discuss whether and how you should draw up a mentorship contract, for example using the "Mentorship contract" template at sverigesingenjorer.se/medlemskap/mentorskap.

6. Next meeting

Book the time and place for your next meeting.