

# Mentee's Meeting Preparation Checklist

## Mentees responsibilities

- Be the driver of the mentoring relationship in terms of preparation, meeting arrangements etc.
- Commitment: be reliable, take the initiative – reach-out to your mentor actively (they expect it)
- Try to implement learning and action points, and reflect on how far you have come and what have been the hurdles. Bring your experiences into the mentoring meeting.
- Take notes about things that occur in your daily work which seem relevant to your mentoring.
- Reflect on any advice you receive and consider what will work for you rather than executing it blindly. Maybe some of the advice will work – so learn from what works and doesn't work.
- Give feedback to your mentor if the solution they suggest does not suit for you.
- And acknowledge and discuss any issues that make you uncomfortable - including finishing the mentoring relationship with your mentor if it's not going well i.e. they do not have the required skills to support your goals, or you could not build rapport.

## Preparing for the next session *(see log template below)*

- What happened since the last meeting?
- Which issues from the previous meeting(s) are still ongoing?
- Is there a new important issue? What is on your mind? How could you briefly describe the issue you want to discuss? What context does the mentor need to understand them?
- What would you like to get from your mentor? What would be a good outcome?

### 1. Looking back to the last meeting – what happened in the meantime?

*What worked as intended? What didn't work (yet)? What do you want to get from your mentor?*

*Conclusions: .....*

### 2. Your issue(s) – to prepare yourself and share with the mentor beforehand (at least the issue(s))

<b>Issue or challenge</b>	<b>Background/reasoning/ info / questions (if any)</b>

### 3. Template for what's happening in the meeting a model for a reflection log

<i>Exploration: What is the mentor asking to explore your issue?</i>	
<i>What do you learn about the issue from these questions?</i>	
<i>Which options and perspectives sound surprising or interesting?</i>	
<i>Which action points will you take away and when will you action them?</i>	

*\*this document was made possible with support from Greenpeace.*