

Strategies and Considerations for Initial Conversations

To-Do List	Strategies for Conversation	Mentee Considerations
Take time getting to know each other.	Obtain a copy of the mentor's bio in advance of the conversation and provide your information to your mentor. If one is not available, create one through conversation.	Establish rapport. Exchange information. Identify points of connection.
Talk about mentoring.	Ask yourself: Have you ever engaged in a mentoring relationship? What did you learn from that experience?	Ask mentor about their own mentoring experiences.
Determine the mentee's goals.	What do you want to learn from this experience? Articulate to your mentor your broad goals.	Be clear about your goals and objectives.
Determine the mentee's relationship needs and expectations.	Ask yourself: What do you want out of the relationship?	Be sure you are clear about what your needs are in the mentoring relationship. If you are not sure, think through what you want from the relationship.
Define the deliverables.	Ask yourself: What would success look like for you?	Does your mentor have an area of experience or expertise that is relevant to your learning goals?
Share your assumptions, needs, expectations, and limitations candidly.	Ask for feedback. Discuss: Implications for relationship.	What you are willing and capable of contributing to the relationship?
Discuss options and opportunities for learning.	Ask yourself: How would you like to go about achieving your learning goals? Discuss ways: Learning and communication styles Ask: What is the most useful kind of assistance the mentor can provide? Discuss means: Shadowing? project?	Discuss implications of each other's styles and how that might affect the relationship.

Zachary, Lois J. *The Mentor's Guide: Facilitating Effective Learning Relationships*. San Francisco: Jossey-Bass Publishers, 2000.