

AUROLA

FUTURE • CHANGE • GROWTH

WOMEN ONLY PROGRAMME

First Aurora Mentoring Checklist

Your first Aurora Mentoring meeting

During this first meeting it is important to focus on building the rapport, but also to establish it as a formal working relationship that is driven by the mentee. It should not be framed as a 'chat' nor a teaching session. The aim is that the mentee (the Aurora participant) uses the mentor as resource for the duration of the relationship, so the bulk of the responsibility should fall with the mentee.

As part of your first meeting consider the following areas in your conversation.

	Themes	Sample questions to consider/use
1	<p>Personal Build rapport by introducing yourself and gain an understanding of the background of the mentee.</p>	<p>Give a brief summary of the mentor background, sharing appropriate levels of information.</p> <ul style="list-style-type: none"> • What have been the key milestones in your career to date? • What has been your greatest achievement in your career so far? • What are your aspirations for the future? • What do you hope to gain from Aurora and the mentoring relationship?
2	<p>Professional Discuss the roles and responsibilities for both mentor and mentee. Define the scope of the relationship.</p>	<p>Go through any Mentoring Agreement being used.</p> <ul style="list-style-type: none"> • What do you both think mentoring is? • What is expected from each of us? • What is not part of the relationship? • What is the purpose and aim of the relationship? • What is confidential, what is not? • What does confidentiality mean to both parties? • Role of respect and acceptance of difference?
3	<p>Procedural Define and agree expectations for meetings, paperwork and timings.</p>	<p>Discuss role of personal responsibility and commitment.</p> <ul style="list-style-type: none"> • Who will arrange rooms? • What notice is required for cancellation? • Where will you meet and for how long?
4	<p>Psychological Discuss how you can best work together. Agree rules of confidentiality, giving feedback and how sessions will run.</p>	<ul style="list-style-type: none"> • How do both parties work best? • What does the mentor need to know to get the best out of the mentee? • Role of challenge, honesty and amount of disclosure that is appropriate and relevant? • What are the rules for giving feedback? • What if you encounter issues or problems?