



Getting to Clarity

Mentor/Mentee Checklist:

- Define what you are trying to accomplish from the time you spend together. (Career development, specific subject guidance, accountability, etc.)
- Exchange personal and professional backgrounds.
- Discuss limits or boundaries of the mentoring relationship. (i.e. Confidentiality)
- A written plan of goals and expectations. (SMART)
- Incremental timeline for improvement.
- Best forms of communication for both parties.
- Suggested meeting times/dates/locations and frequency.
- Exchange DISC or other relevant professional profiles. (41q.com)

Potential Topics:

- 6 month, 1 year, 3 year and 5-year goals.
- General Career Advancement
- Time Management
- Conflict Resolution
- Negotiation Skills
- Communication Skills, Public Speaking
- Marketing, Personal Branding
- Management Skills
- Leadership Development
- Higher Education