Mentorship Start-Up Checklist

As part of launching your mentoring partnership, it is recommended that you review the Mentorship Program Guiding Principles and come to an agreement on the following topics:

☐ potential duration of relationship (recognizing that mentoring relationships can be short or long term)
☐ frequency and duration of meetings
☐ preferred way to set-up, reschedule, or cancel meetings
☐ how and when goals will be set, and expectations of accomplishing tasks between meetings
☐ preferred mode of communication between meetings, and any limitations (frequency or other) on these communications
☐ overall goals of the mentoring partnership
☐ desired role of the mentor
☐ desired role of the mentee
☐ appreciating and learning from the differences and similarities in your values and approaches
☐ maintaining confidentiality
☐ maintaining honest, constructive feedback with each other
☐ monitoring your progress, and revising or discontinuing the relationship by amicable agreement (note that O’Brien Institute program staff can be contacted in confidence to discuss problems and potential solutions)
☐ items of interest from the provided mentorship resources

Notes:

Adapted from Source: http://www.queensu.ca/hmrc-create/mentoringguide/orientation/agreement.html and Kairos Coaching Ltd & Poole Consulting Inc. “Mentoring skills.”