

## WHAT TO COVER IN THE FIRST MEETING:

1. GET TO KNOW EACH OTHER ESTABLISHING TRUST AND RAPPORT.
2. DETERMINE THE PURPOSE OF THE RELATIONSHIP AND DESIRED OUTCOMES.
3. CLARIFY HOW TO WORK WITH EACH OTHER WITH A 'LEARNING AGREEMENT'.

### 1. GET TO KNOW EACH OTHER ESTABLISHING TRUST AND RAPPORT

Whilst it may feel easier to concentrate solely on professional interests, we encourage you to spend some time getting to know each other on a personal level. There is evidence to suggest that rapport in mentoring grows fastest when it is built around shared values and common ground. Avoid going over your CVs (if needed these can be sent prior to meeting) and invest time in exploring how you connect with each other.

The following is a reminder of the important ingredients for building rapport:

- **Trust** - Is the mentee confident that the mentor will keep all information confidential? Do you do what you say you will do?
- **Focus** - Is the mentor fully focussed on the mentee? Is the mentor listening actively and openly without making judgements?
- **Empathy** - Is the mentor clearly trying to understand the mentee's point of view?
- **Connection** - Where is your common ground? Do you feel connected with each other? Enough so you can share your learning about your mistakes?
- **Empowerment** - Does the mentee feel empowered and liberated by the mentor?

### 2. DETERMINE THE PURPOSE OF THE RELATIONSHIP AND DESIRED OUTCOMES

### 3. CLARIF HOW TO WORK WITH EACH OTHER WITH A 'LEARNING AGREEMENT'

Managing the expectations of both the mentor and mentee is an essential stage of developing a successful mentoring relationship. Both people need to be in agreement regarding what this is about, how it will work and what both people will gain from the experience.

This is known as the 'contracting' stage although it is often called a 'learning agreement'. It should include:

- Confidentiality regarding the content of the conversations.
- Agreement regarding the topics you wish to discuss.
- Frequency and location of the meetings.
- Availability of contact between mentoring conversations.
- Understanding about how you might deal with any potential conflict.
- Ideas around how you will give feedback and review the effectiveness of the relationship.

Make sure you set the date of the next meeting before the end of the current meeting. Trying to find a date remotely via email is painful, so get it done at the end of the session.

If you would like a template 'learning agreement' to work with, please contact the [ACCELERATE programme manager](#).

More information on ['contracting'](#).

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