

WiNUP Ohio Chapter Mentoring Program

First Meeting Agenda

Mentee: _____

Mentor: _____

Date: _____

- Review the Basic Mentoring Objectives (See Toolbox)
- Create a Mentoring Relationship Agreement:
 - Choose a meeting frequency
 - Suggest Mentoring activities
 - Define SMART Goals using the Mentoring Plan template (See Toolbox)
 - Expected end of formal mentoring program is six-months from the Training Event
- Both the Mentor and Mentee should sign the Mentoring Agreement and return a copy to the Mentoring Committee Chair (See Contact list in Toolbox)
- Agree upon a second meeting time and place. Utilize the Mentee Preparation Form and Mentoring Meeting Agenda template as guidance. (See Toolbox)

Don't Forget to Checkout Our Mentoring Toolbox on the Ohio Chapter WiNUP website
[\(http://winupoh.org/\)](http://winupoh.org/)

Link: http://winupoh.org/member/mentoring_toolbox/mentoring_toolbox.html

Mentoring Committee Members	Information Sheet	Example Surveys
Expression of Interest Application	Sample Letters	References
Mentoring Program Handbook	Basic Mentoring Objectives	Copy of Training Slideshow

