Before rushing into offering advice or discussing tips for enhancing the mentee’s professional development, it is important for the mentor to first take time to learn a little about the mentee and what he/she hopes to get out of the relationship.

Consider both completing the bio poem generator at the following website to learn more about one another: http://freeology.com/worksheet-creator/poetry/bio-poem-generator/

Discuss previous and current positions held by the mentor and the mentee.

Discuss why each of you decided to sign up to be a mentor or mentee in the program.

Invite the mentee to share what he/she hopes to get out of the relationship.

Consider using the Individual Development Plan on the SCE Mentor Resources page if there are specific skills mentee would like to develop.

Work together to identify any potential obstacles that could cause the relationship to be unsuccessful.

Discuss the best days/times/locations for meetings and schedule next few meetings.