



AIRAH Mentorship Program – First Meeting Preparations

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As a mentee, preparing for your first meeting with your mentor is important and part of your commitment to AIRAH's Mentorship Program. Your preparation will help you make the most of the time and assist in establishing a positive and productive relationship.

Here are some tips for mentees to prepare for their first meeting with their mentor:

1. **Set clear goals:** Before the first meeting, you should set clear goals and objectives for the mentorship. Consider what you hope to achieve through the mentorship, and what areas to focus on. This will help to guide the conversation and ensure that the mentorship is productive.

More information on setting goals – including a framework for establishing a S.M.A.R.T. goal – is available via [our Resources page](#).

2. **Familiarise yourself with your mentor:** Review your mentor's online profile. By understanding their background and experience, you'll be able to identify areas where your mentor can provide the most value – and you will get some conversation starters for the first meeting.
3. **Prepare questions:** Prepare a list of questions to ask your mentor during the first meeting. These questions should be focused on your goals and objectives and should help to establish a clear direction for the mentorship.
4. **Be open and honest:** Help your mentor understand your context and provide the best possible guidance. Be ready to openly talk about your goals, challenges, and areas where you need help.
5. **Be ready to listen:** During the first meeting, you should listen actively to advice and feedback. This means being setup for the meeting in a quiet space, with minimal distractions. Be ready to ask follow-up questions and take notes – this will help you with your reflection on your mentor's insights and suggestions.

After your meeting – don't forget to follow up! Thank your mentor for their time, recap what you discussed, and clarify any points that may need further discussion. This will help to establish a positive and productive relationship and set the stage for future meetings.