

AOM Mentor Match

MENTORING

Initial Discovery Call Checklist for Mentor (45 minutes)

1. Introduction.
2. Describe how this initial “discovery” call will go today.
 - The purpose is to “get to know each other”.
 - At the end of the call we will jointly decide whether it makes sense to proceed with a Mentor/Mentee relationship
3. Ask Mentee what led them to consider this program. Discuss what they are looking for and how they will define success as a result of our working together.
4. Suggest how your professional background, experiences, and training could help the Mentee achieve the success they are seeking from this relationship.
5. Explain what mentoring will look like: Will the mentor just respond to questions? Ask questions of their own? Proactively provide resources? Or wait to be asked?

Examples

 - Expect me to challenge you.
 - Expect goals and homework.
 - Expect ups and downs.
 - I will make myself available to you.
6. Discuss the confidential nature of the relationship.
7. Confirm that initiative and change always comes from Mentee
8. Discuss “how do you want to be mentored?” Consider professional boundaries, preferred communication methods and styles, whether or not the Mentee wants to keep a log challenges, goals and homework.
9. Empower the relationship:
 - It is not my experience that will help the mentee; it is being in the relationship that will move the mentee forward.
 - We must empower the relationship by being fully forthright, open, and honest.
 - We must both expect and accept our mistakes, failures and frustrations.
 - I empower the relationship by making it safe to fail, without judgment and by challenging you to be more than you currently think you can be.
11. Confirm that we will set up monthly dates and times to meet/speak, using video conference or phone, or meet in person if applicable (e.g. at a conference). Discuss meeting frequency (recommended once a

month) and meeting duration (recommended 60 minutes). While some correspondence between the meetings can be expected, it is advised to fully commit to scheduled appointments. Request e.g. at least 48 hour notice of changes in schedules.

12.Talk about the issue of commitment, discuss being human, and explain while that learning and change may take time, the foremost intent of this Mentoring program is to move the Mentee forward towards their objectives and goals.

13.Mutually commit to 12 months together developing a Mentor/Mentee relationship.