

GETTING STARTED CHECKLIST

UNDERSTAND YOUR MENTORSHIP GOALS

- Define what you hope to achieve from this mentorship experience
- Set clear, realistic goals using the **SMART Goals Worksheet**

FAMILIARISE YOURSELF WITH YOUR MENTOR

- Research your mentor's background and expertise
- Understand how their experience aligns with your aspirations

SCHEDULE & PLAN YOUR FIRST MEETING

- Reach out to your mentor to schedule the first session
- Prepare an introduction and key questions to discuss

SET EXPECTATIONS & COMMUNICATION GUIDELINES

- Discuss preferred communication methods (email, Zoom, in-person, etc.)
- Align on session frequency and availability
- Clarify mutual expectations for the mentorship journey

PREPARE FOR ACTIVE PARTICIPATION

- Commit to being proactive and engaged
- Keep track of key learnings and action items
- Be open to constructive feedback and apply insights gained

UNDERSTAND THE CODE OF CONDUCT

- Review the **Mentorship Code of Conduct** for professionalism and ethics
- Maintain confidentiality and respect for your mentor's time

SET UP A SYSTEM FOR TRACKING PROGRESS

- Use a journal, digital notes, or a reflection template to track milestones
- Regularly review and adjust your mentorship goals as needed