

BASHH/BHIVA/FSRH Mentoring Scheme

Suggested Checklist for First Mentoring Meeting

1. Where shall we meet and for how long?
PROP (Professional, Relaxed, Open, and Purposeful) for both parties
2. What do we want / need to know about each other?
 - a. Social:
 - Career
 - Domestic circumstances
 - Interests outside of work
 - b. Career ambitions:
 - What you enjoy / dislike about working in this organisation / area?
 - Where you want to be in 5 years' time?
 - Greatest achievement / failures
 - What your picture of success is
 - How clear the mentees career goals are
 - c. Developmental goals
 - What the mentee wants to improve in for their current job
 - What the mentee wants to improve in for future roles
 - Where the mentee would most value guidance / advice / a sounding board
3. What will make a satisfying and useful relationship for both of us?
4. What expectations do we have of each other (ground rules and verbal contract)?
5. What are our priorities?
6. How often and where shall we meet?
7. Do we want to set an agenda for our next meeting?
8. Are there any issues we should work on now?