

Mentor Partnership Kickoff Worksheet

Notes about my partner...

Professional:

Personal:

Protégé’s professional landscape:

Current Role and Title

Reports to:

Top 2 - 3 Responsibilities and Title
and Title

1.

2.

3.

Team

Location:

Size / # of
Direct Reports:

Level in Organization:

Other Key Stakeholders

High level notes on goals:

Where do we fall on the trust continuum: (what do we need to do to ensure trust?)



Suggested agenda for 1:1 time with your partner

- 10 mins - Get to know each other's personalities and professional motivation
- 10 mins - Protégé goals and success measures for the partnership
- 7 mins - Key challenges protégé is facing right now and how you can work together on them
- 10 mins - Define Partnership Charter
- 3 mins - Schedule next meeting

Our Partnership Charter (here are the things we will agree to, to ensure we are maximizing our partnership experience and are respectful of each other's time, engagement and commitment to this experience):

- What do we expect from each other in terms of time commitment and deliverables? And what do we each agree to commit to?
- What is our individual learning style/preference and how does that influence how we work together?
- What is our preferred method of communication for meetings (Skype, Google Hangouts, etc.)?
- Are we open to communicating between meetings and if so, how (email, text, platform)?
- How will we handle the need to reschedule meetings if one of us can't make it?
- What will our approach be to share key learnings/wins along with any frustrations that may come up?

Optional questions for rest of kickoff session

Get to know each other

- If no one judged you, who would you be?
- At what time in your recent past have you felt most passionate and alive?
- What supercharges you? What drains you?
- What are three words to describe you?
- What do you do for fun in your free time?

Professional motivation, goals and challenges

- When were you happiest in a job?
- How did you decide to pursue the career that you are working in today? What was a pivotal moment?
- What is your biggest challenge in the upcoming year?
- What are some tangible issues, problems or situations at work that I can help you with?

Partnership expectations and success

- What would you say success looks like for you with respect to your goals at the end of our partnership?
- At the end of the partnership, if I have met all of your expectations, what would I have done for you?
- Have you ever been in a mentor/mentee relationship before? If yes, what worked? What didn't?