

## MPREP MENTOR TO-DO LIST



# Six tips for a successful meeting

Not sure how to engage your mentee? Wondering where to start after saying “hello”? Use these tips to help you prepare for your initial meeting with your MPREP mentee.

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1. **Verify Name and Contact info of Mentee**  
Double check with the MPREP staff that you have the correct name and contact information for your mentee. Feel free to ask MPREP staff for additional information that you may need.
  2. **Send an Introductory Email to Mentee**  
Create an email to introduce yourself to your mentee. This email should include your name, professional experience, any relevant hobbies/affiliations etc. In this email please feel free to request the mentee’s resume or Bio and ask any probing questions you feel are crucial to helping you become an engaged mentor.
  3. **Review Mentor Plan and Mentoring Agreement Documents**  
Review the Mentor plan and Mentor agreement. The mentor plan should be completed by both mentor and mentee. It is up to you to decide when you want to complete this. It is highly recommended to complete this during your first meeting.
  4. **Brain dump your resources and/or Contacts.**  
After you have reviewed your mentee’s resume and have a better understanding of their needs and goals create a list of contacts and resources you can share to help support your mentee.
  5. **Connect via LinkedIn**  
Share your LinkedIn profile information and request your mentee’s information as well. Use this site as another way to share relevant information, connect your mentee to others and share communication with your mentee.
  6. **Plan, Plan and Plan again**  
Once introductions are complete and you both feel comfortable the next important step is to plan for the next few meetings. Check your schedule, create agendas and give your mentee “homework” or tasks to help facilitate conversations and help with ensuring progress on their goals.
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