Suggested checklist for the first meeting

1. Where shall we meet, and for how long? 
   PROP (Professional, Relaxed, Open, Purposeful) for both parties

2. What do we want/need to know about each other?
   
   Social:
   - Career history
   - Domestic circumstances
   - Interests outside work

   Career ambition:
   - What you enjoy/dislike about working in this [organisation / area]
   - Where you want to be in five years’ time
   - Greatest achievements/failures
   - What your picture of success is
   - How clear the mentee’s career goals are

   Development goals:
   - What the mentee wants to improve in for the current job
   - In preparation for future jobs
   - Where the mentee would most value guidance/advice/a sounding board

3. What will make this 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?