



# Preparing for the first meeting

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- Make contact within two weeks after matching to arrange the first meeting.
- Exchange CVs if you feel comfortable doing this.
- Read the [ACEM Mentoring Guide for Emergency Doctors](#) or local program induction paperwork.
- Think about some broad topics to discuss at the first meeting.
- Ask the mentee to bring any survey results or previous goal plans that may be relevant.

## First meeting checklist

<p>Prior to meeting with your mentee:</p> <ul style="list-style-type: none"> <li>• Choose a venue away from the ED if possible and</li> <li>• Reserve at least an hour</li> <li>• Make sure you will not be disturbed</li> <li>• If possible, arrange the furniture to promote conversation e.g. side-by-side</li> </ul>	<input type="checkbox"/>
<p>Introductions</p> <ul style="list-style-type: none"> <li>• Say a little about why you have decided to mentor</li> <li>• Explain the format for the first meeting</li> </ul>	<input type="checkbox"/>
<p>Areas to discuss</p> <ul style="list-style-type: none"> <li>• Agree on a shared purpose and general direction for the partnership</li> <li>• Responsibilities</li> <li>• Align expectations including boundaries               <ul style="list-style-type: none"> <li>○ Confidentiality must be addressed</li> </ul> </li> </ul>	<input type="checkbox"/>
<p>Discuss and record any issues that may affect the mentoring relationship such as time and financial constraints, lack of confidence, new to the role, etc.</p>	<input type="checkbox"/>
<p>Complete the <a href="#">ACEM Mentoring Agreement</a> (or similar).</p>	<input type="checkbox"/>
<p>Share your background, or a little more of your story</p>	<input type="checkbox"/>
<p>Get to know your mentee</p> <ul style="list-style-type: none"> <li>• Review the mentee’s work history and current experience and qualifications</li> <li>• Discuss social situation and support networks</li> <li>• Confirm their basic needs are being met</li> <li>• Are there immediate issues or challenges?</li> </ul>	<input type="checkbox"/>
<p>Arrange a meeting schedule (try to meet at least once a month or every 6 weeks)</p>	<input type="checkbox"/>
<p>Record topics discussed, any actions to be taken and feedback given at each meeting</p> <ul style="list-style-type: none"> <li>• Ensure that both parties have copies</li> </ul>	<input type="checkbox"/>
<p>Confirm date and time for next meeting</p>	<input type="checkbox"/>

Adapted from: *Mentoring towards excellence: Section 4: Handbook and guidelines for mentors and mentees*. Association of Colleges and the Further Education National Training Organisation, Learning and Skills Council: Coventry, England.