**First Meeting Template**

**What should you cover in your first meeting?**

The "getting to know you" phase is the most critical stage of the relationship, so don't rush it. Building a trusting relationship requires sufficient time and dedicated effort. Focus on getting to know each other, sharing your background and experience. This is an opportunity for you both to emphasise commitment to the relationship and to formulate a mentoring agreement to set expectations and ground rules for how you are going to work together.

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|  | |  | | --- | | **Consider** | |  | | |  | | --- | | **Your Comments** | |
| |  | | --- | | Introductions | | |  | | --- | | * Introduce yourself, including personally * Introduce your role * Explain your background * Discuss why you applied for the programme | |  |
| |  | | --- | | Expectations | | * Logistics * Methods of communication * How will you structure your conversations * What are the boundaries of the relationship * Agree confidentiality |  |
| |  | | --- | | Define Success | | |  | | --- | | * What are your objectives * How will you measure success * When will you review progress | |  |
| |  | | --- | | Next Meeting | | * Agree next date * Agree topic for discussion |  |

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