

This Month's Partnership Checklist:

- Do you have your next partnership meeting scheduled?
- Have you determined your ongoing meeting guidelines (i.e. dates & times, agendas, rescheduling process, notes, confidentiality & other relationship guidelines, etc.)?
- Have you spent time getting to know your mentoring partner professionally and personally?
- Have you begun to establish mentee development goals to focus on in your partnership?

Establishing Your Partnership

Best Practices for Successful Partnerships

1. Establish dates and times to meet for the length of the partnership. Even if you need to reschedule, this practice keeps the partnership a priority.
2. Meet more frequently in the beginning to develop a relationship more quickly.
3. Early-morning meetings are less likely to be interrupted or rescheduled.
4. Sending agendas in advance helps mentees plan and mentors be more prepared.
5. Keep notes organized and available from each meeting, and review prior to the start of the next meeting.
6. Start each meeting by reconnecting with each other. For example: What is the best thing that has happened to you since we last met? Most challenging?
7. End every meeting with a brief partnership assessment. For example: How did this meeting go? How are things going overall? Is there anything we need to do differently to maximize the value of this experience?

Getting-to-Know-You Questions

1. What three things do you enjoy most about your work?
2. What is something unique about you?
3. What has been one of your most rewarding career experiences?
4. How does what you do now differ from what you thought you would do earlier in your career or life?
5. What do you read for enjoyment? What type of music do you enjoy?
6. If there were six more hours in a day, how would you spend them?
7. Describe yourself in three words.
8. What is some of the best advice you have ever received?
9. What is your dream job? Dream life?