

**Illinois Arts Alliance**  
**Mentor Connection Service**

***First meeting – suggested agenda topics***

Adapted from *Mentoring: A Henley Review of Best Practice* by Jane Canwell-Ward, Patricia Bossons and Sue Gover

- I. **Introductions** – sharing more detailed information about backgrounds, experiences, motivations, etc. Establish common ground and get to know each other.
- II. **Set ground rules** – using the Mentoring Contract as a starting point, discuss expectations about what is and is not acceptable within the boundaries of the mentoring partnership.
- III. **Objectives** – share objectives for this meeting and the partnership overall.
- IV. **Working style** – discuss expectations about contact methods, meeting times, locations and frequency, as well as responsibility for agenda setting. It may also be helpful for each partner to share an overview of their work style and preferences about giving and receiving feedback.
- V. **Contract** – sign the Mentoring Contract and agree who will submit it to IAA.
- VI. **Actions** – things to be done by each partner before the next meeting
- VII. **Set the next meeting** – ideally within two to three weeks.