

Strategies and Considerations for Initial Conversations

To-Do List	Strategies for Conversation	Mentor Considerations
Take time getting to know each other	Obtain a copy of the mentee's bio/resume in advance of the conversation. If one is not available, create one through conversation.	Establish rapport. Exchange information. Identify points of connection.
Talk about mentoring.	Ask: Have you ever before been involved in a mentoring relationship? What did you learn from the experience?	Talk about your own mentoring experiences.
Determine the mentee's goals.	Ask: What do you want to learn from this experience? Give the mentee an opportunity to articulate broad goals.	Determine if the mentee is clear about his or her own goals and objectives.
Share the Ministry's plan for mentoring.	Review the New Teacher Individual NTIP Strategy Form.	Make sure the mentee is aware that he will receive support throughout the year from you and others in the system to help achieve the goals outlined on the strategy form.
Share your assumptions, needs, expectations, and limitations candidly.	Ask for feedback. Discuss the fact that his process in new for both of you.	What are you willing and capable of contributing to the relationship?
Discuss options and opportunities for learning.	Discuss learning and communication styles. Ask: What is the most useful kind of assistance I can provide in the opening weeks of the school year?	Consider implications of each other's styles and how that might affect the relationship.

Adapted from The Mentor's Guide by Lois Zachary (John Wiley & Sons Inc., 2000)