



Athena SWAN Mentoring Scheme

First Meeting – Key Themes for Consideration	
Getting to know each other in a professional sense	<ul style="list-style-type: none">○ Relevant background information○ Professional experience<ul style="list-style-type: none">○ Expertise○ Building rapport
Discussing how you can work together	<ul style="list-style-type: none">○ Agreeing ground rules (e.g. dropping in type sessions, time commitments, boundaries, no cancellations unless emergency, etc.)○ Discussing how you can monitor how mentoring is working for both parties (e.g. check in sessions with planned discussion on 'how is this working for you' with agreement to be open and constructive in feedback)○ Considering what you need/want to record, how you will do that (e.g. the mentee will send a meeting request to schedule the next meeting with a summary of the agreed agenda, mentee responsible for recording the agreed action points and emailing the mentor at end of meeting, etc.)
Discuss and clarify development goals	<ul style="list-style-type: none">○ Set aims, goals for mentoring
Consider and agree action / next steps	<ul style="list-style-type: none">○ Agree actions (e.g. what is going to happen and by when)○ Agree tentative agenda for next meeting, logistics for booking next meeting

The Next Meeting – Key Themes	
Review of key aims and progress since last meeting	<ul style="list-style-type: none">○ Discuss progress made compared to what was discussed at the previous meeting○ Discuss what worked well, not so well, what could have been done differently○ Agree relevant next steps
Planning for next topic / period of time / priority	<ul style="list-style-type: none">○ Agree aims/areas of focus for next mentoring period○ Consider issues, challenges as well as strengths○ Consider options, discuss ideas for moving forward○ Agree next steps
Feedback on mentoring partnership	<ul style="list-style-type: none">○ Consider the working mentoring partnership from both the mentors and mentees perspectives○ What's working well, what's not working well, what do we need to do differently○ Agree any amendments to working partnership
Consider and agree actions / next steps	<ul style="list-style-type: none">○ Summarise agreed actions (who is doing what by when)○ Agree tentative agenda for next meeting, logistics for booking next meeting