

### Mentor's Checklist for the First Meeting

At the first meeting you should establish:

• On which programme the trainee is on	
• If they have all the information they need about the programme	
• If they know the roles of the people involved with the programme	
o Course tutor	
o Other staff/teachers	
o The mentor	
• If they have any concerns about the workload for the programme	
• That they understand and have all the information for the current assignment/work on their portfolio	
• That they have all the resources they need or do they know where to find them	
• The trainee's position in the organisation, their peers, line managers and what they do	

#### Code of Practice

The mentor will need to consider and explain:

• How to agree rules on confidentiality and data protection	
• Limits to the support the Mentor can give	
• Times when concerns will need to be referred outside the relationship	
• Available sources of support	
• Boundaries within the relationship (what can be discussed ,etc)	
• Openness and truthfulness in the relationship	
• When the relationship should end (the life-time of the relationship)	

Before the end of the meeting:

- Be sure that you have agreed your expectations and roles
- Agree when and where meetings should take place (especially the next one)
- Complete the Action Plan ready for next time