

Introductory Session Outline



MENTOR ME
COMPETENCE. CONFIDENCE. CONNECTION.

Mentee Name:

Mentor Name:

Date:

Time:

Mentor introduction: (5 minutes) Convince them to choose you! Review professional and educational background, mentorship experience, special skills, teaching style, availability. Be empathetic and authentic.

Mentee introduction: (5 minutes) Get to know their accomplishments and goals. Review professional and education background, special skills, learning preferences/ style, brief outline of availability.

Mentee timeline and goals: (10 minutes) Review next steps for them, upcoming deadlines/ exams, barriers they face or concerns they have.

Mentor review of Mentor Me process: (10 minutes) Can refer to FAQ page for steps, payment info, etc. Make sure it's simple and clear.

Recommendations: (10) Based on the discussion try to agree to a number of sessions and rough timeline that could work to meet the mentee's goals and fit both partners' schedules. Be supportive and encouraging. You want their business!

Further Questions and Next Steps: (10 minutes)

Next steps -

- Mentor to send recommendations for next steps and send to mentee for confirmation.
- Set a date for next services to be purchased and completed.

Notes: Remember, your main goal is to encourage them and to make a clear plan for mentorship.

We recommend jotting down a few notes just for yourself about how it went, what you felt you could have done differently, etc to help you grow.

Introductory Session Template

Mentee Name:

Mentor Name:

Date:

Time:

Mentor introduction: (5 minutes)

Mentee introduction: (5 minutes)

Mentee timeline and goals: (10 minutes)

Mentor review of Mentor Me process: (10 minutes)

Recommendations: (10)

Further Questions and Next Steps: (10 minutes)

Notes: (write immediately afterward, self-reflect)



Sample Introductory Session

Mentee Name: Roberto
Mentor Name: Miguel
Date: March 8, 2022
Time: 4 - 5pm



Mentor introduction: (5 minutes) : MIGUEL

- Family Physician trained in Mexico City, Mexico; completed residency in Canada in 2005
- Licensed and practicing Family Medicine in British Columbia since 2009
- I love teaching- I see much of the work we do with patients as teaching. Adapting my communication to the listener's needs is important to me. Mentorship is fulfilling- I have had three mentees- two are licensed, one is still working with me.
- Mentoring times are evenings 6-9 and weekends unless I am on call.

Mentee introduction: (5 minutes) ROBERTO

- Family Physician with Emergency Room training in Cuba since 2002
- Worked in both rural and urban communities

Mentee timeline and goals: (10 minutes)

- Still completing process of application as skilled immigrant, living in Cuba but looking for a mentor maybe 1 hour every week, more frequently when time for examinations etc.

Mentor review of Mentor Me process: (10 minutes)

- Both examples on Payment Structure and FAQs reviewed, no concerns

Recommendations: (10 minutes)

- We agree we are a good fit and communicate well
- Schedule tentatively agreed is 5 sessions once a week for now to ensure immigration completed and next steps clear.

Further Questions and Next Steps: (10 minutes)

- Miguel (mentor) will send a proposal to be accepted which includes the start date, completion, number of sessions and fees.
- When Roberto (mentee) purchases the service package, they can begin.

Miguel's Notes:

- I think I spent a bit too long on my introduction, felt rushed at the end
- Next time ask if they have reviewed my profile first and make sure I have reviewed theirs fully, this will save time for better discussion about the actual mentorship goals, process, payment etc.