



Alumni Mentorship+ Program

Penn Medicine Development and Alumni Relations | www.PennMedicine.org/AlumniMentorship

Sample Agenda for Initial Meeting

1. Introductions: Get to know one another

- Share your personal and professional history.
- Swap stories about your Penn Medicine experience. Identifying points of connection will begin to establish a shared rapport.
- Use the [Ice Breaker Exercise](#) listed in the [Resources Section](#). This is a set of questions that you can use to guide a conversation with your mentor to get to know one another better.

2. Discuss your expectations for your mentorship relationship

- What do we each want to get out of this partnership?
- What does mentoring look like to you? How do you envision this relationship playing out?
- Use the [Setting the Tone for Our Mentorship Partnership](#) sheet to help guide this conversation with your mentor.
- Fill out the [Mentorship Agreement Form](#) together. This doesn't need to be signed or turned in, it is simply an exercise to ensure that both parties have clearly defined, shared expectations and goals.

3. Set your goals for your mentorship relationship

- Articulating clear goals is critical to the success of your partnership. Take this time during your first meeting to [brainstorm your goals](#).
- Be sure you understand what a SMART Goal is and double check that your goals are clearly expressed and attainable with [this worksheet and checklist](#).
- Once you and your mentor have written your goals, add them to your Mentorship Agreement Form, mentioned above.

4. Schedule your next meeting

- Be sure that you've exchanged relevant contact information like email address, phone number, or Zoom username.
- Get excited! You and your mentor are off to a great start.

Don't Forget! Follow-up with your mentor within two days of your first meeting to thank them for their time and to confirm the date of your next meeting.