



ONTARIO LIBRARY ASSOCIATION MentorMatch Guidelines and Resources

Planning Your First Mentoring Session

The following questions and suggestions may help to frame your initial meeting between mentor and mentee. Use them as a starting point to begin the mentoring conversation.

Setting the Scene

- Explore contexts and issues that the mentee would like to discuss.
- Set out the overall plan for this first session, its timing, and what you would like to discuss.
- Decide on questions to guide the discussion.

Discuss Expectations for the Mentoring Relationship

- What do we understand about this mentoring relationship?
- What are the expectations that we each have?
- What are we prepared to do and to talk about?

Commitments

- As Mentor, how will you commit to this relationship?
- As Mentee, how will you commit to this relationship?
- Use the MentorMatch Mentoring Agreement to frame your commitment. (Available on the OLA MentorMatch webpage.)

Resources

- What resources provided by OLA's MentorMatch will be useful to us? (Find resources on the OLA MentorMatch webpage.)
- What other resources might be useful?

Time Management

- What time can we devote to developing this relationship? When is the best time for us both?
- How frequently should we meet?
- What time constraints do either of us have to manage?

Physical or Virtual Meeting Place

- Are we able to meet face-to-face? If so, where?
- Is there technology that we might like to use to connect for mentoring sessions? Telephone? Online?