



**02: Training package for employees trained to become mentors**

Developer: Mindshift Talent Advisory, Portugal

Module 3– **Mentoring scenarios for role-play practice**

Handout 2: Mentor preparation phase checklist

**Getting started with mentoring**

## Mentor preparation phase checklist

|  |  |
| --- | --- |
| **Steps I need to take before starting** | **Resources I need to have in hand** |
| **Example**  Design a mentoring agreement | **Example**  [**Link to mentoring agreement templates I can adapt:**](https://cdn.ymaws.com/www.gwis.org/resource/resmgr/files/mentor_mentee_agreement_-_ex.pdf) |
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|  |  |
|  |  |

(Add more rows if needed)

#### Tips to complete the checklist

* *Remember that you are completing this checklist from a specific example, i.e. following what Linda and Robert need to prepare before their mentoring sessions*
* *Try to be specific having in mind what Linda or Robert would need to collect to prepare their first mentoring session*