



Mariner Mentor Program Initial Connection Guide

This is a list of talking points and does not need to be formalized by either party. It is meant to be a guide to ensure that parties are clear and understanding of each other's expectations and goals.

Expectations:

Meetings – preferred method and alternatives ...

Meet in person	Email
Phone / text	Zoom, Skype or another web-cam platform
Combination	Other: _____

- 1) Frequency of meeting (e.g. once a week/every other week/once a month)?
- 2) Length of a typical meeting or call will last (e.g. half an hour, one hour)?
- 3) Best time of day, morning coffee, midday, afternoon, early evening?
- 4) Meeting preparation: discussion items, questions, comments, etc., prepared ? YES NO (See Contact Planning Aid)
- 5) If an email or voicemail is received, we agree to get back to the other person within:
 - ◆ 24 Hours
 - ◆ 1-2 days
 - ◆ 3-4 days
 - ◆ Other: _____
- 6) When will we meet next?
- 7) If need to cancel a meeting or call, how will that be communicated?

Goals: Setting clear goals is critical to the success of a mentorship relationship. Be sure to spend time discussing these goals together. (Goal Worksheet SMART)

What are the Mariner mentee's goals for this mentorship relationship?

GOAL 1
GOAL 2
GOAL 3

2) What are the Mariner mentor's goals for this mentorship relationship

GOAL 1
GOAL 2
GOAL 3

Once you have discussed and agreed upon your preferred method and frequency of communication, send it via e-mail to your Mariner partner to confirm your mutually established expectations for the partnership.