

MENTORING CHECKLIST

THE BEGINNING – MONTH 1

- Build your relationship
- Look for common ground
- Clarify your roles and expectations
- Clarify your goals
- Define your working process
- Decide how to hold each other accountable

GROWTH - MONTHS 2 – 5

- Define your performance goal posts
- Define your performance measures
- Plan how to measure your progress
- Consider how to deal with failure
- Do you need to modify your goals?
- How will you hold yourself accountable for taking action?
- How will you hold your mentor accountable for delivering on promises?
- Review your direction to make sure you're still going the right way
- Are you meeting the needs of your mentor?
- Are you delivering on your promises?
- Ask yourself how you are feeling about your relationship

REVIEW – MONTH 6

- Have you reached your goals?
- Can you see or feel measurable improvement in your performance?
- How has your relationship performed?
- What do you need to do next?
- If you haven't reached your goals, do you need to extend the formal relationship?

THE END – END OF MONTH 6

- Formally finish the mentor-mentee relationship and celebrate your wins
- Formally plan how you will move forward post-mentorship

For more information and advice
developing Strategic Relationships
download our **FREE GUIDE**

**Three key strategic relationships to fast-track
your career and How to choose and build them**
on our website under resources or
contact us to find out more about our
Strategic Relationships workshop in your
organisation, team or association.

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