**BCBA Mentorship Program**

**Mentoring Initial Meeting Guide**

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| **WHAT** | **MENTOR** | **MENTEE** |
| Come prepared. | Learn what you can about your Mentee prior to your initial meeting. | Learn what you can about your Mentor prior to your initial meeting. |
| Tell Mentor’s career story. | Tell a brief career story, including a description of your mentors and their lessons. If you lacked mentors, describe how it impacted your career. | * Listen.
* Ask questions.
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| Discuss Mentee’s needs. | * Listen.
* Ask questions.
 | Explain your career goals, including practice areas of interest to you. |
| Review the Model Mentoring Plan (see Attachment). | Explain that the Model Plan is a guide. It can be, and should be, adjusted for Mentee’s practice areas by substituting appropriate experiences. | Review the Model Mentoring Plan in advance. Be ready to discuss an individualized plan. |
| Agree on meeting times and who will set them. | Inform Mentee of your schedule, generally, including convenient vs. inconvenient times to call, etc. | Agree to organize your time so as to make efficient use of the mentoring meetings. Be considerate of your Mentor’s work schedule. |
| Agree to be candid about any problems. | Explain that you will inform Mentee if a problem arises in the mentoring relationship or if a desired result is not being obtained. | Explain that you will inform Mentor if a problem arises in the mentoring relationship or if a desired result is not being obtained.  |