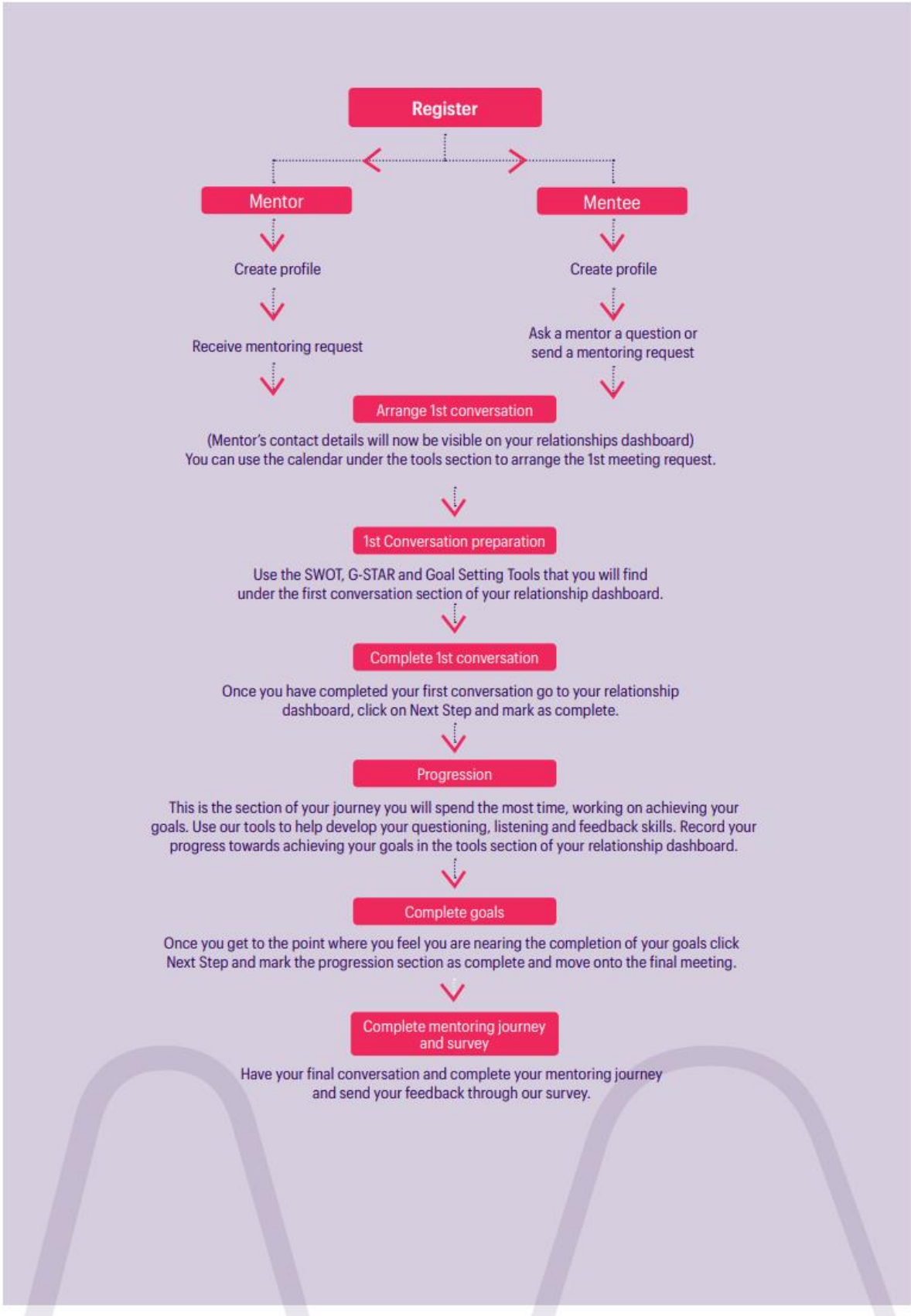


# Introduction document for mentees:





### **Mentee checklist:**

- Mentee-Mentor matched
- Arrange first conversation
- Prepare for first conversation with given tools (SWOT, GSTAR, SMART tools)
- Complete first conversation with documentation
- Work on agreed goals and reflect on the mentoring relationship
- Arrange second conversation
- Prepare for second conversation (refer to original goals, progress made, milestones,
- Complete second conversation with documentation
- Repeat periodic reviews as agreed/needed
- Prepare for final discussion
- Complete final discussion and mark journey as “complete” on the platform
- Provide feedback on the forms circulated by the RCR/BSIRT organising team

### **Instructions:**

Before first conversation:

- Prepare using given preparation tools (under Goals section of your relationship dashboard)
- Where are you now? Use SWOT and GSTAR tools
- Set SMART goals

During first conversation: (can use the first conversation checklist: [first-conversation-checklist.pdf](#))

- Introductions
- Discussing where you are now, your goals and how to get there
- Logistics: Agree on frequency and duration of meetings and where to meet, how to communicate, schedule and cancel meetings
- Record keeping: who will be responsible for note taking?

After first conversation

- Document “meeting summary and actions” and “complete” the first conversation on the platform
- Work on agreed goals and arrange next conversation

Periodic reviews

- Arrange regular conversations as agreed (at the very least the midpoint of the relationship)
- Prepare an agenda by referring to your original goals and progress that has been made so far, and any outstanding issues

- Reflect on whether you can identify progress and if the style of meetings and preparation suits you

During periodic review conversations:

- Discuss progress that has been made and milestones
- Review whether you are still on track to achieve your original objectives within the timeframe set
- Discuss any changes in circumstances
- Agree action points to follow up

Questioning skills for mentees: [questioning-skills-mentee.pdf](#)

Journey completion:

- Fix a date for your final discussion
- Review progress and lessons learnt
- Reflect on what you feel has been of value and think of how to end on a positive note
- Mark journey as “complete” on the platform

Feedback

- Provide feedback on the forms circulated by the RCR/BSIRT organising team regularly (at least at the midpoint and on completion)