

YOUR FIRST MEETING



Icebreakers

Take some time to get comfortable. While building trusting relationships takes time, its okay to have some fun getting to know each other!



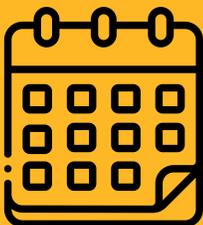
Review Expectations

Check in with each of you expects to get out of the ACE-TPP program. You want to make sure you're on the same page!



Set Goals for the relationship

Once you understand expectations, you can start setting some goals. Both short and long term goals are great- but make sure they are obtainable.



Make a plan for future meetings

Be sure you know when you're next meeting will occur. Also, discuss prefernces on meeting platforms.

GENERAL MEETING OUTLINE

Unsure of how your virtual meetings should flow after the first one? In the beginning, you will likely have to guide the structure, content and flow of the meetings. Here's an suggested meeting outline:

1

LOOK BACK

Follow up on what you discussed last time. Did they have a test - ask how it went? Big event at school? Check in on if they went. Take a few minutes to let your mentor know you are listening and care about them.

2

ASK A FEW CHECK IN QUESTIONS

How is school? What was the best thing that happened this week? Highs and Lows, etc. Keep these open ended. If you need help, review the conversation starters.

3

INTRODUCE THE TOPIC OR GOAL

This doesn't have to be too formal - you aren't a teacher. But a simple reminder of what you hoped to discuss will help set the tone: Today we are going to work on... does that still work for you?

4

DIVE INTO CONVERSATION!

Once you introduce the topic and know what you want to discuss, get started! This will be easier if you've done some prep work and have prepared questions or activities.

5

LOOK AHEAD

What are we going to do for the next session? Any topics they want to cover? Any changes they want to make to how you are meeting?

6

POSITIVE FEEDBACK

End on a positive note - let them know something they have done well or a quality that you appreciate

7

CONFIRM THE NEXT MEETING

Make sure the next meeting time works for both you. Treat these meetings as you would a meeting with your boss - they should be set in stone!

GENERAL MEETING OUTLINE: YOUR TURN!

Fill in each section before each of your meetings to help ensure you are more comfortable and prepared! It's okay if it feels a little forced in the beginning - soon you won't need notes!

1

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2

ASK A FEW CHECK IN QUESTIONS

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INTRODUCE THE TOPIC OR GOAL

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DIVE INTO CONVERSATION!

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LOOK AHEAD

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POSITIVE FEEDBACK

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CONFIRM THE NEXT MEETING

RESEARCH CAMPUS RESOURCES

Your mentee may have lots of questions and might need guidance. In anticipation of some of these requests, you might research and bookmark on campus resources. Below, we've listed some common resources available at most schools. Jot the URL to hand keep this close-by during your meetings! You might also consider joining the university's social media accounts and newsletter to learn about events and opportunities to share!

FINANCIAL AID OFFICE

TUTORING AND/OR WRITING CENTER:

COUNSELING SERVICES:

RESIDENTIAL LIFE:

CAREER/JOB SEARCH CENTER:

ACADEMIC ADVISING:

CLUBS AND EXTRACURRICULARS:

OFFICE OF STUDENT LIFE:

WAYS TO KEEP UP WITH SCHOOL EVENTS

- SIGN UP FOR THE SCHOOL'S EMAIL LISTSERV
- FOLLOW THE SCHOOL ON INSTAGRAM, X & FACEBOOK
- FOLLOW TEAM SPORTS OR SELECT CLUBS ON SOCIAL MEDIA
- CHECK THE SCHOOL CALENDAR BEFORE YOUR MEETINGS

TYPICAL INTERACTIONS

BASED ON SURVEY RESPONSES FROM THIS YEAR'S COHORT, MENTORS ENGAGE WITH STUDENTS ONCE OR TWICES A MONTH LASTING NO LONGER THAN 1-2 HOURS. USUALLY ITS TEXT MESSAGES, EMAILS AND VIRTUAL MEETINGS.

THE STRONGEST RELATIONSHIPS HAVE MORE FREQUENT CONNECTIONS. IT ONLY TAKES A FEW MINUTES TO SEND AN EMAIL OR TEXT ONCE A WEEK, BUT IT HAS A BIG IMPACT ON BUILDING A STRONG RELATIONSHIP!

QUICK TEXT MESSAGE

Good Luck on Finals!
How is the internship going?
When do you want to meet?
Just wanted to check in - hope things are going well!

EMAIL

"Read your resume - thanks for sending! It looks great. I do have some feedback, so check out the attached. We can discuss this more when we meet (be sure to include a time to meet and link for the virtual session)

MEETING

In person or virtual. Meet with your mentee to get to know each other, set and review goals and discuss how things are going