

# YOUR FIRST SESSION

**Feeling excited? Maybe a little nervous?**

**That's completely normal. Meeting your mentor for the first time can be a mix of emotions, so we've put together a little something to help you feel at ease.**

**Here are 4 key things to aim for:**

- 1** Get to know and trust your Momma
- 2** Chat about your goals
- 3** Set some ground rules
- 4** End on a high note!

## 1 Establish trust

Building your mentoring relationship is key, after all you want to be able to talk to and trust your Momma. Here are some good starting points to help you get to know each other:

- Introduce yourself and your work
- Tell them about your workplace, what are the people and the environment like?
- Introduce your support network – who can you turn to when you need someone to talk to?

## 2 Discuss your goals

Think carefully before the first session about what your challenges are. This is the time to think big. It's about setting big, realistic objectives, so be open to challenge yourself. Together with your Momma you'll break them down and set your goals, and bit-by-bit you'll work on achieving them. Don't forget, your Momma will be there to listen and support you all the way. Here are some things to think about:

- What are your interests and potential areas for development?
- What do you hope to achieve?
- How would you like your Momma to help you?
- How would you like your work-life to change as a result of mentoring?

**Here's a great way to help you set your goals.  
It's called SMART.**

**S** is for specific:

E.g 'By July 2015, I would like to be running my first pitch' (It's important that you state the intention in a positive way, don't focus on what you do not have/know – you've got this).

**M is for measurable:**

Make sure you know how to measure your success. E.g 'I will have been promoted to Associate Creative Director.'

**A is for attainable:**

Make sure you'll be able to achieve your goal. E.g If you have to rely on someone else leaving the company before you can get the promotion, that's not in your control.

**R is for realistic:**

Stretch goals are great, but going from a Junior Art Director to Associate CD in 6 months, is probably unrealistic – so set goals you know have the power to achieve.

**T is for timely:**

Give your goals a time frame, that way you will be able to break them down into steps – meaning you'll have small chunks to break off every week. It will stop that overwhelming feeling that we all get!

Smart is a great starting point, and once you've agreed on 3 general goals, we suggest you discuss more specific objectives on a regular basis. And, don't forget you can use the WYMM worksheet in the resource centre to help you log your progress.

**One last thing! Don't forget to plan how you will celebrate when you hit your goal – this is VERY important!**

### 3 Set the ground rules

Sounds a bit heavy, right? But make sure you and your Momma are on the same page. Set clear expectations from the get-go.

Discuss and agree on:

- The confidential nature of your conversations
- Methods of communication and how frequent you get in touch, how often you meet and how long for and when you plan to follow up, via email or chats.
- How to communicate, if there's anything that makes you feel uncomfortable, let your Momma know.
- How you plan to give constructive feedback and support one another
- How you will measure your progress
- Boundaries, limits to the relationship - no 4 am phone calls for example!

### 4 End on a high note

A good practice is to:

- Review the meeting - Have you made a good start? Any questions?
- Confirm when you will next meet/talk/chat
- Agree on your next topic in advance. Choose something engaging that interests you both, such as: - How to start writing your career plan - Learning from each other's business cultures
- Agree on the agenda and send it prior to the next meeting - this is the Mentee's task!

**And remember to have fun! Mentoring relationships should be rewarding for both parties, so relax, open up and most importantly enjoy it - this is going to be great!**