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| **Aalto University Mentoring ProgrammeChecklist for your first meeting – discuss and agree on the following:** |
| * Actor’s objectives and hopes for mentoring
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| * Mentor’s objectives and hopes for mentoring
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| * Duration and frequency of meetings
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| * Person(s) responsible for scheduling meetings
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| * We agree to cover at least the following topics
 | 1. 2.3. |
| * Ground rules for discussions (confidentiality, openness, no-no topics etc.)
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| * How to work out possible problems
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| * Any special concerns that should be brought up at this point
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| * How to know the objectives set for mentoring have been fulfilled
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| * Other issues
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