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| **Aalto University Mentoring Programme Checklist for your first meeting – discuss and agree on the following:** | |
| * Actor’s objectives and hopes for mentoring |  |
| * Mentor’s objectives and hopes for mentoring |  |
| * Duration and frequency of meetings |  |
| * Person(s) responsible for scheduling meetings |  |
| * We agree to cover at least the following topics | 1.  2.  3. |
| * Ground rules for discussions (confidentiality, openness, no-no topics etc.) |  |
| * How to work out possible problems |  |
| * Any special concerns that should be brought up at this point |  |
| * How to know the objectives set for mentoring have been fulfilled |  |
| * Other issues |  |
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A close up of a logo

Description automatically generated