

**Mentoring Programme:  
Intake Session Information Checklist**

Mentor	
Mentee	
Intake session date/time	
Future session dates/times	
Preferred session location/s	
Mentee contact details (cell, landline, email)	
Mentor share contact details ( <i>clarify appropriate contact times</i> )	
What is the focus of the Mentoring Programme? ( <i>topics and goals that the Graduate would like to focus on</i> )	
What kind of support/guidance is the Mentee looking for?	
Share what you as the Mentor get out of the Mentoring Programme ( <i>benefits</i> )	
Define mentoring, explain the mentoring process, roles and responsibilities	
Go through and both sign mentoring contract	
Gain agreement on how to work going forward	
Record information/resources that you agreed to share the Mentee and the due date:	
Record any commitments made by the Mentee, and the due date/s:	