

# OkMEA Mentorship Program



## *Mentor–Mentee Goals & Expectations Worksheet*

Prior to the first meeting, mentees should complete the left-hand column to identify any goals for the coming year(s). At the first meeting, pairs should then discuss the mentee’s strengths in these areas, as well as any needs required to meet those goals (consider needs from the school, administration, mentor, etc.).

<b>Goal Area</b>	<b>Strengths</b>	<b>Needs</b>
<b>Personal</b> (e.g., communication skills, organization, problem solving)		
<b>Intellectual</b> (e.g., school/district/state policies, philosophy and advocacy)		
<b>Musical</b> (e.g., improvisation, conducting, aural skills, keyboard skills)		
<b>Pedagogical</b> (e.g., rehearsal techniques, teaching students with special needs, curriculum, classroom management)		
<b>Administrative</b> (e.g., parent/booster groups, communicating with principals, organizing trips)		

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Using the table below, discuss and describe the expectations that the mentor–mentee pair *mutually* agrees upon for the upcoming year.

<b>Expectations of the Mentor</b>	
<b>Expectations of the Mentee</b>	
<b>Availability of the Mentor</b>	
<b>Communication Responsibilities</b>	
<b>Frequency of In-Person Meetings</b>	
<b>Frequency of Classroom Visits</b>	
<b>Preferred Method(s) of Communication</b>	