

### **Invite: First Mentor Discussion**

This is a DRAFT email you can send to your mentor for your first discussion before beginning the 12 Week Action Plan. Please update the portions that are in yellow.

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Good Morning NAME.

I am reading a book called **Courageous Leadership: A 12 Week Action Plan** by J.R. Flatter. I am thrilled that you are willing to be my mentor for 12 weeks as I read this book & do the associated exercises. I think you are an outstanding leader. I have a great deal of respect for you. I know I will learn from you both professionally and personally. I am very honored to have this opportunity to work with you! I have attached a short overview of mentoring.

I look forward to our first meeting on DAY at TIME. Our conversation should take no more than 60 minutes. Rest assured, our discussion will be held in the strictest confidence. For each session, I will identify questions or topics to generate discussion. My goal is to seek advice, information & referrals. During our first meeting, I would like to discuss the following topics.

- I would like for each of us to introduce ourselves (where we are from, family, what we enjoy for recreation, & what matters to us).
- I would like for each of us to discuss our educational background (i.e., degrees, colleges, and current studies).
- I would like for each of us to discuss our careers (what we do as a regular part of our jobs). I would also like to discuss our career goals (where we would like to be in 5, 10 & 30 years).

There are 10 chapters that discuss the following characteristics of Courageous Leaders: Principled, Technical\*Cognitive\*Emotional Intelligence, Work\*Family\*Self Balance, Visionary, Humble, Driven, Powerful, Bold, Charismatic, & Unreasonable. I will be spending 10 days on each of these chapters so I envision getting together approximately every 10 days. I will arrange the date/time with you & send you the topics I would like to discuss at least 2 days in advance.

I am thrilled to have this opportunity to learn from you and get to know you better. Thank you for your time and investment in my life!!!

YOUR NAME AND PHONE NUMBER