

## First Meeting – Practical Arrangements Checklist

Have all Group Members read the Ground Rules, Procedures and Protocols for Group Mentoring?	
Have you arranged with your Group the time and venue of your First Meeting?	
Have you made a draft calendar of the 5 meetings for the Academic Year?	
Have you discussed your understanding of confidentiality and added any clauses required to the Group Mentoring Agreement?	
If challenges arise, have you discussed how these might be addressed?	
Have you all signed the Group Mentoring Agreement and have you sent a copy to the IPPN / NAPD Director of Mentoring?	
Have you discussed the “ <i>Feedback and Topic Selection Form</i> ” and “ <i>Quality Framework for Leadership and Management</i> ” and how you might use these to inform your meetings?	
Have you filled in your Record of Meetings form?	
Are you all familiar with the Exit Strategy?	