

Mentor Meeting Agenda

Consider using this structure in preparation of your scheduled meetings with your mentor. You drive your own learning experience. Come into the mentoring experience prepared and share what you wish to achieve from this relationship.

Mentoring relationships should be organic and your discussions may wander, but it is best to start with a plan. Even if a conversation goes “off script”, an agenda is a good starting place. Remember some agenda items will come from previous meeting. Make sure you share your agenda with your mentor prior to your meeting.

1. Opening/Check In
 - One Major “Happening” since last month, including:
 - Successful efforts/wins
 - Frustrations/challenges
2. Review of Action Items from Previous Month
 - First meeting go over agreement and expectations
 - Action Items Progress
 - How did mentee use the new skill or information?
 - What did/didn’t work?
 - What is ongoing?
3. Discuss Current Monthly Topic
 - First meeting go over goals
 - Set the monthly topic (use your plan to decide what topic you will be discussing)
 - Explore what your mentor is working on and ask him/her to share this with you.
 - Discover an issue that your mentor is dealing with and ask him/her to share with you what and how he/she is working to resolve it.
4. Action Items to Reinforce Topic
 - Collaboratively discuss action items that will help to reinforce discussion
5. Closing/Wrap up
 - Thank the mentor for their time and sharing their expertise
 - Schedule date and time for next meeting
 - Restate what you will be working on
6. Take the time after meeting with your mentor to reflect on the meeting. Record what was discussed and what you need to do to prepare for the next meeting