

Agenda

Mentoring meeting

Date:

Place:

Agenda

1. Start

2. What has happened since the previous meeting?

Discuss your own reflections and insights following your previous meeting. As a mentee, have you changed anything in your behaviour or done anything differently as a result of your previous mentoring meeting? Was there a challenge or activity that the mentee was supposed to complete? If so, discuss how it went. Are the results so far in line with the goals that were set for your mentoring programme or should any of the goals be adjusted?

3. Discuss current issues

Talk about current challenges, situations or possible scenarios to find different ways to deal with them. A useful tip for mentees is to ask questions about what would happen if you chose one solution or another. As a mentor, ask open and guiding questions. Allow plenty of time for the mentee to reflect, think constructively and discuss the issues. In this situation, the mentor should not start giving advice and proposing solutions before the mentee requests input. As a mentor, you can ask if the mentee would like your advice or to hear about your experiences.

4. The mentee's assignment(s) before the next mentoring meeting

Discuss and agree what could be appropriate "homework" for the mentee before your next meeting.

5. Other matters

Discuss possible challenges and issues to focus on at your next mentoring meeting.

6. Feedback

Give feedback to each other based on today's meeting.

7. Next meeting

Decide on the time and place of your next meeting.