**Mentoring Meeting Agenda Guide**

Mentee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mentor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_

***Check in:***

Personal or professional updates, successes to celebrate, or challenges you have encountered:

***Specific goals or topics for this meeting:***

Time sensitive issues and upcoming deadlines:

Ongoing or new projects: (goal, measure of success, steps, resources & skills needed, timeline)

Career guidance: (CV, IDP, networking, etc…)

***Follow-up actions and expectations:*** (include timeframe)

Mentee:

Mentor: