

Planning for Mentoring Meetings

Introduction

We recommend taking time to prepare for meetings and communicating an agenda. The mentee should lead the meeting preparation, but may seek support or input from their mentor.

First Meeting

The focus for the first meeting is getting to know each other and building rapport. However, a checklist of a few topics you want to cover will help maximise the effectiveness of this meeting.

- Getting to know each other (New to mentoring? World outside of work? Current / past experience)
- Discussing expectations and commitment, including reasons for mentoring
- Understanding current goals and associated priorities. What success will look like/ feel like
- Agreeing confidentiality and discussing ground rules
- Agreeing approach to meetings (Frequency/ Timing/ Location/ Virtual/ Setting agendas?)
- Discussing contact between meetings (Email? Phone? Skype? Exchanging details)

Subsequent Meetings

After the initial meeting, agendas will flow more freely based on the progress of objectives and responding to current challenges and development needs. The following are topics to consider;

- Developing goals and objectives. Are they; SMART? Are they worth getting excited about?
- Exploring wider career interests and managing work life balance
- Catching up on any changes since the last mentoring session
- Checking in with the feelings and asking for concerns
- Discussing development needs, and approaches for addressing them
- Challenging progress and approach and offering feedback on progress
- Discussing successes, failures and obstacles
- Discussing networking business awareness, and influence and impact
- Reflecting on the mentoring relationship – providing mutual feedback
- Agreeing how the mentoring relationship will come to a close

Closing Meeting

At the final mentoring meeting the following topics could be considered;

- Discussing final progress against objectives
- Reflecting on the mentoring relationship – providing mutual feedback
 - What are the most noticeable changes? What are the top three things you've learnt?
 - What will you take forward to future roles and future mentoring relationships?
- Celebrating successes and discussing moving on from the mentoring relationship