

# Sample Meeting Agendas for Mentors

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## Suggested Agenda for Meeting #1

The first meeting is crucial to setting expectations and goals for your mentorship. Here you will work with your mentees to define your relationship, determine best methods of communication, and outline boundaries of confidentiality. Here is a suggested agenda to help you cover all of those topics:

- Opening Welcome – mentor leads
- Introductions- mentees participate
- Confidentiality- nothing and no one
- Commitment and respect of each other's time
- Meeting preparation and expectations
- Setting goals
- Meeting structure
- Importance of listening
- Two-way relationship
- Questions

## Suggested Agenda for Meetings #2-7

- Opening Welcome – mentor leads
- Icebreaker
- Reminder of confidentiality and respect
- Updates from each mentee on their progress since the previous meeting
- Guided discussion on how to address challenges – challenges may be presented as a previous experience of the mentor or a current challenge for one or more of the mentees
  - How can mentees logically approach the challenge and create understanding?
  - What are they trying to achieve? What is the desired outcome?
  - What assumptions and biases might be brought to the table? How do they circumvent those?
  - What varying perceptions might there be in tackling a challenge as part of a team?
- Time for mentees to ask questions
- Preparations for the next meeting
  - Perhaps have mentees read an article to be discussed at the next meeting
  - Make sure that everyone is able to attend the next session
- Conclusion

## Suggested Agenda for Meeting #8

- Opening Welcome –mentor leads



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- Icebreaker
- Reminder of confidentiality and respect
- Updates from each mentee on their progress since the previous meeting
- Guided discussion on the group's original objectives and goals
  - Did you meet those objectives and goals?
  - How were you successful? How were you unsuccessful?
  - What did the mentor get out of the conversations?
- Positive feedback
  - Be supportive, specific and sensitive
  - Mentor can give mentees feedback and mentees can give mentor feedback
- Determine if you would like to stay in contact and how you will contact each other in the future
- Conclusion