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| 1 | Opening (5 minutes) | * Brief check-in: How are both parties going?
* Review of the agenda: Any adjustments or additional points to discuss?
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| 2 | Review of Action Items from Last Meeting (10 minutes) | * Progress on action items from previous meeting.
* Challenges encountered.
* Celebration of achievements and milestones reached.
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| 3 | Discussion Topics (20 - 30 minutes) | **Mentee-Led Segment** * Update on current projects, tasks, or challenges faced since the last meeting.
* Specific areas where guidance is sought.
* New learnings or insights to share.

**Mentor-Led Segment** * Feedback on updates and progress shared by the mentee.
* Sharing of relevant experiences, advice, or resources.
* Suggestions for strategies or approaches to address current challenges.
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| 4 | Goal Setting and Action Plan (10 - 15 minutes) | * Review short-term and long-term goals.
* Set new goals for the upcoming period.
* Develop an action plan with specific steps for the mentee to take.
* Identify any support needed from the mentor.
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| 5 | Skill Development (10 minutes) | * "Discuss any new skills the mentee aims to develop or improve.
* Plan for skill development (e.g. courses, workshops, reading materials, practice assignments)."
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| 6 | Scheduling Next Meeting and Agenda Items (5 minutes) | * "Date and time for the next meeting.
* Preliminary agenda items for the next meeting.
* Expectations or tasks before the next meeting."
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| 7 | Closing (5 minutes) | * "Final questions or comments.
* Confirmation of action items and next steps.
	+ Action Item 1 (Responsible: Mentee / Mentor)
	+ Action Item 2 (Responsible: Mentee / Mentor)
	+ Action Item 3 (Responsible: Mentee / Mentor)"
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