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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? |
| 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. |
| 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. |
| 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. |
| 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)." |
| 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." |
| 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)" |