Date:

Time:

Location:

Duration:

Mentor:

Mentee:

|  |  |  |
| --- | --- | --- |
| 1 | Opening (5 minutes) | * **Welcome and Introductions**
	+ Briefly welcome each other and express gratitude for the meeting.
* **Overview of the Agenda**
	+ Outline the agenda items to set expectations for the meeting.
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| 2 | Reflection on the Mentoring Journey (15 minutes) | * **Review of Initial Goals and Objectives**
	+ Discuss the goals set at the beginning of the mentoring relationship.
* **Key Milestones and Achievements**
	+ Highlight the major milestones, achievements, and learning moments throughout the mentoring period.
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| 3 | Feedback and Learning (20 minutes) | **Mentee’s Feedback** * What worked well?
* What could have been done differently?
* Most valuable learning experiences?

**Mentor’s Feedback** * Observations on the mentee's growth and areas of improvement.
* Suggestions for future development.

**Joint Reflection*** Discuss any unexpected outcomes or surprises during the mentoring journey.
* Share mutual learnings and insights gained from the partnership.
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| 4 | Discussing the Future (10 minutes) | * **Future Goals and Aspirations of the Mentee**
	+ Encourage the mentee to share their future goals, aspirations, and how they plan to achieve them.
* **Continuing the Relationship**
	+ Discuss the possibility and interest in maintaining a connection beyond the formal mentoring program.
	+ Set expectations and boundaries for any future interactions.
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| 5 | Closure and Celebrating the Relationship (10 minutes) | * **Expressing Gratitude**
	+ Exchange words of appreciation and gratitude for the time, effort, and shared experiences.
* **Certificate of Completion or Token of Appreciation (Optional)**
	+ If applicable, present a certificate of completion or a small token of appreciation to commemorate the mentoring journey.
* **Closing Remarks**
	+ Share any final thoughts, wishes, or advice for each other.
* **Next Steps and Goodbyes**
	+ Outline any agreed-upon next steps or follow-ups.
	+ Say your goodbyes and close the meeting on a positive note.
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