Date:

Time:

Location:

Duration:

Mentor:

Mentee:

|  |  |  |
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| 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. |
| 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. |
| 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. |
| 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. |
| 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. |