



Mentor/Mentee Meetings – Agenda Templates

Make the most of each session of meeting with your mentor:

Using a template or checklist can help keep your meeting on track by defining your goals for each meeting, preparing for your session with a mentor, and documenting the progress that you are collectively making towards shared work project or professional goals. This template is to be used for an **established** mentoring relationship. If you are meeting with a mentor for a first time, you will want to discuss your shared goals and how a mentoring relationship will be mutually beneficial.

To Consider Before Meeting:

1. What are the topics that I want to discuss with my mentor?

2. What do I need to do or prepare before I meet with a mentor?

3. Do I want to revisit any part of our conversation from our previous meeting?

4. What is my progress so far? What hurdles am I facing towards progress that my mentor can help with? Or what resources do I need to meet my goals?

The [University of Georgia Athens](#) was an important resource in developing this tool.



At Our Meeting:

1. Optional icebreaker: Get to know your mentor in a new way. This helps you get to know your mentor better, and mentoring relationships in which there are shared core values are stronger and longer lasting.

2. After presenting your goals and progress to your mentor, what is their feedback for you?

3. What are your next steps for the next meeting? What deliverables are expected from each of you? Are any of these next steps time-sensitive?

4. When will the next meeting occur? Who is responsible for setting the agenda?