



Monthly Mentoring Agenda (Optional)

Hi mentors and mentees,

This optional agenda provides a **suggested structure** for your monthly mentoring meetings. It uses the social enterprise's One Page Strategic Plan (OPSP) as the primary basis for discussion. We suggest reviewing this agenda together at the beginning of your relationship. Decide whether you will a) use it as-is b) adjust it to meet your needs, or c) take a more casual approach to your meetings with no predefined agenda.

Meeting Duration: Approximately 1-2 hours

1. Welcome and Check-In (10 minutes)

- A time to check on the mentee's overall well-being and any personal updates they'd like to share.

2. Focus the Session (15 minutes)

- Key question for mentee: *"What's the **key thing** you want to focus on today?"*
- Discuss, and brainstorm possible solutions or strategies.

3. OPSP Review and Progress Assessment (30 minutes)

First session +/-

- Review the One-Page Strategic Plan (OPSP) created with Rod to ensure both of you have a clear understanding of the strategic plan.

Ongoing

- Discuss progress made against the quarterly actions since the last meeting.
- Evaluate whether any adjustments or modifications to the OPSP are needed based on evolving circumstances.

4. Current Challenges and Opportunities (15 minutes)

- Mentor encourages mentee to share any current business challenges or opportunities not already raised. It can help to pose the question *"what has been keeping you up at night this month?"*
- Collaboratively brainstorm possible solutions or strategies.

5. Goal Setting and Action Planning (15 minutes)



- Mentor assists mentee to prioritise tasks for the upcoming month based on a) their OPSP quarter actions *and* b) identified challenges/opportunities.
- Co-create an action plan with clear steps and deadlines.

6. Skill Building and Learning (10 minutes):

- Mentors to allocate time for discussing any relevant skills, knowledge, or resources that the mentee may need to acquire.
 - Recommend books, courses, or resources that can aid in their development.

7. Mentorship Feedback and Open Q&A (5 minutes):

- Both provide feedback on the mentorship process and raise any questions or concerns for discussion.

8. Next Meeting Schedule and Closing (5 minutes):

- Agree on the date and time for the next mentoring session.
- Clarify each party's responsibilities and commitments for the coming month.

Note for mentors: Please remember to submit your online [Mentor Meeting Report](#) via Google Forms to help keep us in the loop with your social enterprise's progress and needs.

Remember, All Good Ventures is here to support both mentors and mentees whenever you need assistance. Please reach out to us at info@allgood.ventures with any questions or concerns.