

Initial Mentoring Session Agenda

Meeting Date: _____

Meeting Time: _____

Location/Platform: _____

1. Welcome and Introductions (10 minutes)

- Brief introduction of mentor and mentee.
- Share background and professional experiences.
- Discuss mutual interests and goals.

2. Overview of the Mentoring Relationship (15 minutes)

- Discuss the purpose and objectives of the mentoring partnership.
- Outline the mentor's role and expectations.
- Outline the mentee's role and expectations.
- Review confidentiality and trust guidelines.

3. Establishing Goals (20 minutes)

- Discuss short-term and long-term goals.
- Identify specific areas for development.
- Set initial objectives and milestones.

4. Logistics and Communication (10 minutes)

- Decide on the frequency and duration of future meetings.
- Determine preferred methods of communication (email, phone, video calls).
- Discuss availability and scheduling preferences.

5. Resources and Support (10 minutes)

- Identify any resources the mentee may need.
- Discuss potential networks and connections.
- Provide any initial resources or reading materials.

6. Questions and Clarifications (10 minutes)

- Open floor for any questions from the mentee.
- Address any concerns or additional topics.

7. Next Steps (5 minutes)

- Schedule the next meeting.
- Review any action items or tasks to be completed before the next meeting.

Closing Remarks: