

Once a year Mentor/ Mentee meetings

Description:

This meeting should be set by the mentor at least once a year. More frequent meetings are encouraged and should be set if either the mentor or the mentees feel that they are necessary, and/or if the mentee is experiencing any difficulties in their role as a Rep.

*This meeting should be discarded only if the mentor and mentees work closely in the Reps Program **and** both agree that it is not necessary.*

However, we would encourage this meeting anyway. Setting some time apart to talk about the challenges and plans of your mentee might help even the most seasoned Rep.

Objectives:

- To give the Mentor a general idea of the activities and plans of their mentee
- To make sure that the mentee still want to be a Rep
- To check if the mentee need any support
- To make sure that the mentee is aware of any important changes in the Reps Program, and it is in the right communication channels
- To help the mentee think through their plan for future activities in the Reps Program
- To establish how many meetings are necessary, and to set a future date to get in touch

This meeting structure is based on the GROW model used in the Coaching training for Rep Mentors (1).

Note that this meeting should focus on the long term plans of the mentees, and try to understand and support their growth in the program. If a specific problem needs to be addressed this can be done in the same meeting or in a separate one. In this case, a template on how to talk about such an issue [can be found here](#) (as well as in the Coaching training)

Before the meeting:

- Send a doodle (or a similar tool) to determine when the meeting should happen
- The mentor should prepare an agenda for the meeting, and share it with the mentee at least a day in advance
- The mentors should ask the mentees to share their own goals
 - if this is your yearly meeting ask them to think what are their OKR for the year
 - if this is a more frequent meeting ask them think about how they are progressing on them)

- Ask them to add any particular issues they might want to discuss.
- If no other tool is available, the mentor can reach out to a community manager to ask for a zoom room.

During the meeting:

Meeting section	Objective of the section	Detailed explanation:
Review	● Establish what has happened since the last meeting	
Goals	● Clarify what are the goals of the meeting	Standard goals: ● To give the Mentor a general idea of the activities and plans of their mentee ● To make sure that the mentee still want to be a Rep ● To make sure that the mentee is aware of important changes in the Reps Program, and it is in the right communication channels ● To help the mentee think through their plan for future activities in the Reps Program (OKR) ● To check if the mentee need any support ● To establish how many meetings are necessary, and to set a future date to get in touch Further goals: ● The Mentor or Mentee should establish further goals if that is needed
Assessment of	● Mentors inform the mentees	● Updates on the Reps

the present situation	- of any updates - Self-assessment about their present situation from the Mentee	- program - What is the Mentee currently doing - What are the issues that the Mentee is fronting
What could be done	Define specific action and who should take them	- Establish some long term objective (OKRs) - Discuss on how to reach these objectives. - Discuss possible issues - Who could help with these objectives (the Mentor or someone else?) - Talk through any more specific issues
Wrap up	- Conclusions - Clarify and reiterate next steps - Clarify how and when future communication should happen	- What has been established in this meeting? - What are the actions that need to be taken? - How can the mentor and mentees communicate? - When is the next meeting going to be? - Who should get in touch to establish the details for the next meeting?

MEETING TEMPLATE

Follow-up:

- Both mentor and mentee should report on the meeting using the [Reps Reporting form](#)
- The Mentor should reach out to the Mentee when the time of the next meeting is near (but if that does not happen the Mentees should feel free to reach out). If either result difficult to contact, either should reach out to the council.

(1) Material on the GROW model:

https://deimidis.github.io/community_curriculum/index.html#structuring-the-coaching-session-grow