

Mentoring Meeting Agendas

What's Included:

- What to Prepare for the First Meeting (Mentor & Mentee)
- First Meeting Agenda
- Regular Meeting Agenda



Mentoring Meeting Agenda

Pre-Work - Mentee

1. What do you want from the mentoring programme?

Decide on what professional goals you would like help achieving.

Examples:

- To get promoted to X position in the next 6 months
- To map out the career steps to best get me to X position (e.g. head of function, Board Director, or other aspirational goal)
- Help guide me through successfully completing X Project



2. How often would you like to meet with your mentor?

This depends on both yours and your mentors existing commitments

- Suggest once a month and then adjust as needed. (Recommend meeting at least once a quarter)

3. Write down your proposed agenda for the first meeting

Take a look at our suggested first meeting agenda on the following pages

4. Update your CV and send over to your mentor

Add in your interests and hobbies and a few bits of personal information. This provides talking points to get to know each other



Pre-Work - Mentor

1. Decide how much time you are willing to commit to your mentee

- Are you willing to meet once per month? More or less?
- What length of meeting would suit you best?
- In person, or video call, or a mixture?

Recommend meeting for 30-90 minutes, and making the first few meetings in person.

2. Research your mentee

Use LinkedIn, Google, FaceBook and any other routes available. Ask mutual colleagues for their views on your mentee.

Go into the first meeting with some talking points to start building the relationships and put your mentee at ease.



3. Put together a summary of your experience

Keep it relevant to your mentee.

Give them plenty of information to prompt them to ask questions and work out how you can help them achieve their goals.



First Meeting Agenda

These are suggestions only. Tailor the agenda to suit your goals and requirements

1. Introductions

Share personal information as well as professional

- Interests
- Hobbies
- Sports
- Family

All talk your career history too



2. Relationship Rules / Agreements

E.g.

- What is discussed remains confidential
- Decide the length and frequency of the meetings
- Actions are to be completed before next meeting
- Both parties to be open and honest
- No missing meetings or re-arranging within 7 days of the meeting
- Mentee to send out agenda 3+ days before meeting

3. Career Goals

Mentee to share career goals, explain the why and context of those goals

4. Share Aspirations

Mentee to share other aspirations - short to long term

5. Skills Mapping

Both to map out Mentee's current skills and the skills and experience need to meet aspirations and career goals



6. Development Planning

Jointly work on a development plan to bridge the Mentee's skills and experience gaps.

Regular Meeting Agenda

1. What's New

Check-in, sharing general update (professional & personal) - helps build relationship over time

2. Review Outstanding Action Items

Review and recommit to when these will be completed

3. Current Projects & Challenges

Go through the Mentee's key projects etc

- Solve specific problems
- Work through decisions
- Plan next steps



4. Development Plan Check-in

Review progress and the next steps. Make refinements to the plan.

5. Feedback & Questions

Provide useful honest feedback to mentee and mentor. What is work, what is not. Comments on progress or approaches, management style, etc

6. Networking Opportunities

How can each party help the other with introductions

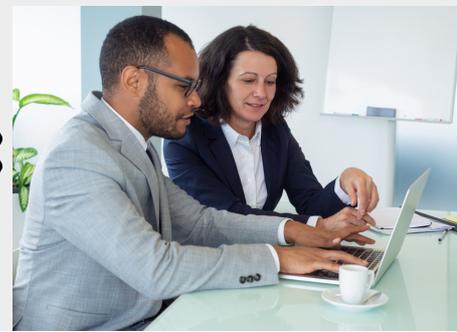
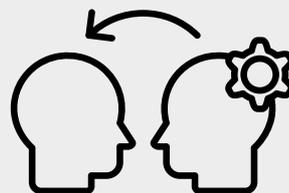
7. Mini-projects & Homework

Mentor setting and reviewing mini-projects or homework designed to develop specific skills and improve experience levels.

8. Summarise Actions & Timeframes

Who is doing what by when?

9. Book in the Next Meeting



Options for a Next Step



Management Skill Accelerator

A comprehensive Management Skills training programme, delivered online in bite size lessons.

Learning management skills from the programme would be very complimentary to the bespoke learning gained from a mentor.



Use the QR Code or go to enhance.training and select Management Skills Accelerator

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Mentor