



## Mentoring Closure Conversation Guide

**Purpose:** Use this guide to facilitate a closure conversation and celebrate the successful conclusion of your mentorship. This conversation is an opportunity to reflect on your journey, acknowledge achievements, and discuss future steps.

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### 1. Preparation for the Closure Conversation

- **Review Achievements:**
    - What were the key milestones and accomplishments during the mentorship?
    - How have you progressed towards your goals?
  - **Reflect on the Experience:**
    - What have been the most valuable lessons learned?
    - How has the mentorship impacted your personal and professional growth?
  - **Prepare Appreciation:**
    - How will you express your gratitude to your mentor for their time and support?
    - Are there specific contributions or moments you want to highlight?
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### 2. Structuring the Closure Conversation

#### 1. Opening:

- **Express Appreciation:**
  - Thank your mentor for their guidance, support, and time.
  - Highlight specific instances where their mentorship made a difference.
- **Reflect on the Journey:**
  - Share your overall experience and what the mentorship has meant to you.
  - Mention any significant changes or achievements since the beginning of the mentorship.

#### 2. Discuss Key Achievements:

- **Milestones:**
  - Review the goals and milestones achieved during the mentorship.
  - Discuss how these achievements align with your initial goals.
- **Success Stories:**
  - Share any personal success stories or breakthroughs resulting from the mentorship.
  - Reflect on the impact these successes have had on your career or personal development.

#### 3. Provide and Receive Feedback:

- **Your Feedback:**
  - Share constructive feedback on the mentorship experience.



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- Mention any aspects you found particularly helpful or areas for improvement.

- **Mentor's Feedback:**

- Request feedback from your mentor on your growth and progress.
- Discuss any final insights or advice they may have for your future.

#### 4. Future Steps:

- **Next Steps:**

- Outline any ongoing goals or next steps you plan to take following the closure of the mentorship.
- Discuss how you will continue to apply what you have learned.

- **Maintain the Relationship:**

- Explore ways to stay connected with your mentor in the future.
- Discuss opportunities for future collaboration or networking.

#### 5. Closing:

- **Celebrate Achievements:**

- Acknowledge and celebrate the success of the mentorship.
- Express your gratitude one final time and celebrate the accomplishments together.

- **Formal Closure:**

- Agree on the formal end of the mentorship and confirm any follow-up actions or commitments.
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### 3. Post-Conversation Follow-Up

#### 1. Document Insights:

- **Record Key Takeaways:**

- Summarize the main points discussed and any final pieces of advice or feedback.
- Document any next steps or commitments made during the conversation.

#### 2. Express Gratitude:

- **Thank You Note:**

- Send a formal thank you note or email to your mentor, expressing your appreciation and summarizing key outcomes of the mentorship.

#### 3. Implement Learnings:

- **Action Plan:**

- Develop an action plan based on the feedback and insights gained during the closure conversation.
  - Begin working on your next steps and goals as discussed.
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### Closure Conversation Agenda Template

1. **Opening:**
  - Express appreciation
  - Reflect on the journey
2. **Discuss Key Achievements:**
  - Review milestones
  - Share success stories
3. **Provide and Receive Feedback:**
  - Your feedback
  - Mentor's feedback
4. **Future Steps:**
  - Outline next steps
  - Discuss maintaining the relationship
5. **Closing:**
  - Celebrate achievements
  - Formal closure

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By following this guide, you can ensure a meaningful and celebratory closure to your mentorship, reflecting on the positive outcomes and setting the stage for continued growth and future opportunities.