



## Mentee and Mentor Conversation Guide

**Purpose:** Use this guide to strategically prepare and plan your discussions with your mentor. Effective preparation will help ensure that your conversations are productive, focused, and aligned with your goals.

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### 1. Preparation for the Meeting

- **Review Previous Discussions:**
    - What were the key takeaways and action items from your last meeting?
    - Have you followed up on any commitments made during the previous discussion?
  - **Set Objectives for the Meeting:**
    - What specific topics or issues do you want to address in this meeting?
    - What are your primary goals for this discussion?
  - **Gather Relevant Materials:**
    - Prepare any documents, reports, or materials that are relevant to the discussion topics.
    - Bring updates on progress towards previously set goals or action items.
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### 2. Structuring the Conversation

- **Opening:**
  - Start with a brief update on any significant developments since the last meeting.
  - Express appreciation for the mentor's time and support.
- **Agenda Items:**
  - **Topic 1:**
    - **Discussion Points:** Outline the key points you want to cover.
    - **Questions:** List any specific questions you have related to this topic.
  - **Topic 2:**
    - **Discussion Points:** Outline the key points you want to cover.
    - **Questions:** List any specific questions you have related to this topic.
  - **Additional Topics:**
    - Address any other items you wish to discuss or need advice on.
- **Feedback and Reflection:**
  - Request feedback on your progress and performance.
  - Reflect on any challenges or successes since the last meeting.



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### 3. Action Items and Next Steps

- **Set New Goals:**
    - Define clear, actionable goals based on the discussion.
    - Specify any milestones or deadlines for achieving these goals.
  - **Assign Responsibilities:**
    - Determine what actions you need to take and what your mentor will support.
    - Clarify any follow-up tasks or additional resources required.
  - **Schedule Next Meeting:**
    - Agree on the date and time for your next meeting.
    - Discuss any preparation needed for the next discussion.
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### 4. Post-Meeting Follow-Up

- **Document Key Takeaways:**
  - Summarize the main points discussed and decisions made during the meeting.
  - Note any new goals, action items, and deadlines.
- **Implement Action Items:**
  - Begin working on the tasks and goals agreed upon during the meeting.
  - Reach out if you need further clarification or assistance with any action items.
- **Evaluate Progress:**
  - Regularly review your progress towards the goals set during the meeting.
  - Prepare updates and additional questions for your next discussion.



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### Meeting Agenda Template

1. **Opening:**
    - Brief update and appreciation
  2. **Agenda Items:**
    - **Topic 1:**
      - Key Points:
      - Questions:
    - **Topic 2:**
      - Key Points:
      - Questions:
    - **Additional Topics:**
      - Discussion Points:
      - Questions:
  3. **Feedback and Reflection:**
    - Request and reflect on feedback
  4. **Action Items and Next Steps:**
    - New Goals:
    - Responsibilities:
    - Schedule Next Meeting:
  5. **Post-Meeting Follow-Up:**
    - Document Key Takeaways
    - Implement Action Items
    - Evaluate Progress
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By using this guide, you can ensure that your mentoring conversations are well-organized, focused, and productive, helping you to achieve your professional development goals.