

Mentoring meeting framework

Below are some considerations and key discussion areas for each stage of your mentoring meetings.

1. Before your first meeting

- Consider your expectations for both parties in the mentoring relationship
- Identify your personal objectives and goals
- Consider what information you are comfortable to share with your mentee/mentor, and what information you will need to discuss e.g. availability to meet

2. During your first meeting

- Discuss and agree roles and expectations for both of you
- Discuss your background, experience, and goals of the mentoring relationship
- Agree on what is in and out of scope in the relationship
- Agree follow up / next steps

3. During your second meeting

- Discuss successes and challenges in relation to mentee's goals and agree top priority development areas
- Develop action plan for identified development area/s
- Agree follow up / next steps

4. Successive meetings

- Review progress on to do items and development actions plan/s
- Discuss any new / current issues, challenges, successes, points of interest or opportunity
- Agree follow up / next steps