

Mentoring Meeting Planning Form: Agenda and Structure

Mentees should take the initiative to set mentoring meetings, develop tentative meeting agendas for mentor review, and to send relevant materials (CV, teaching evaluations, manuscripts, etc.) to mentors well ahead of the scheduled appointment. Consider the following a starting point for you as you plan for your next mentoring meeting.

Send your mentor materials you need reviewed at least two weeks prior to your appointment.

Sample Meeting Agenda and Structure

- I. Reconnection (10-15 Minutes)
 - Ask your mentor for personal or professional updates, as appropriate to the relationship.
 - Offer thoughtful responses, ask follow up questions, and express interest in your mentor's updates.
 - Provide relatable updates of your own.
 - Transition to successes and challenges you have encountered since your last meeting.
 - II. Meeting Goals Review (5 Minutes)
 - Ideally, your goals should be sent to your mentor ahead of time for review
 - Prioritize items by pending deadlines.
 - III. Mentee Presentation
 - IV. Mentor Feedback
 - V. Mentee
 - Verbally summarize mentor's feedback
 - Ask follow-up questions
 - Review timelines for projects
 - Establish goals and expectations for next meeting
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Send your mentor a follow-up email: thank them for their time and expertise; list project goals and the milestones agreed upon at your meeting.
