# MENTORING MEETING AGENDA TEMPLATE

### Session Information

Mentor Name: _____

Mentee Name: _____

Session Number: _____

Date: _____

Duration: _____

## 1. Check-In (5–10 min)

How have you been since our last meeting?

What has gone well?

Have there been any challenges or difficulties?

## 2. Review of Previous Action Points (10 min)

What actions were agreed during the previous session?

| Action | Done? ✓/ | Comments |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

What helped you make progress?

What prevented progress?

# 3. Main Discussion Topic (20–30 min)

Today's focus area:

☐ Personal Development
☐ Confidence Building
☐ Time Management
☐ Communication Skills
☐ Business Planning
☐ Financial Skills
☐ Marketing
☐ Networking
☐ Problem Solving
☐ Other: _____

Key discussion points:

Key insights or learning:

# 4. Goal Progress Review (10 min)

Current goal(s):

How would you rate your progress?

☐ Excellent
☐ Good
☐ Moderate
☐ Limited
☐ No progress

What has changed since the last meeting?

# 5. Action Plan for the Next Period (10 min)

What will the mentee do before the next meeting?

| Action | Deadline |
| --- | --- |
| | |
| | |
| | |

What support does the mentee need?

How can the mentor support this process?

# 6. Reflection and Closing (5 min)

What is the most important takeaway from today's meeting?

How confident do you feel about your next steps?

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐

Additional notes:

## Next Meeting

Date: _____

Main topic for discussion: