



MEETING AGENDA 3

Regular Mentoring Meeting Agenda using The Conversation Flow (60 minutes)

Mentoring Meeting Agenda

1. UPDATE: (10 MINUTES)

- Check in
- What has gone well for you since our last conversation?
- What successes have you had?
- What achievements have you had?
- What issues remain from the last meeting?

Admin

- When will we close this meeting today?
- Can we remind each other about our agreement for engagement and the confidentiality?

2. ISSUES AND INSIGHTS: (20 MINUTES)

CURRENT REALITY

- Where would you like to focus this session today?
- What would you like to work on today?
- What would you like to achieve from this conversation?
- What would you like to build on from the last session?
- What have you been avoiding thinking about lately?
- What thinking have you done so far?
- Can you put it into one sentence?
- How can I help you think this through?

DESIRED OUTCOME

- What is your vision for this area?
- How does it fit into your overall goals?
- At the end of this session, what would you have been pleased to have achieved?
- What is your desired outcome?
- What do you want to happen? Why?

THE MENTOR SUMMARIZES

- Summarize the key issue and the desired outcome.

3. EXPLORE POSSIBILITIES: (15 MINUTES)

- Would you like to explore some ways to move this new idea forward?
- How do you think we might move this insight forward?
- What are some possible paths we could take from here?
- What other options come to mind? (Summarize)
- What else could you do? (Summarize)
- What have you done before that could work well here?
- What could you do differently?

MENTOR SHARING:

- Mentor can now offer to share experiences, wisdom and offer suggestions if asked.
- Would you find value in listening to some possibilities that I've thought of?
- Would you like me to share some of my own experiences with you around this issue?
- Which questions would you like to ask me to assist you?

4. BUILD CONFIDENCE AND ACTION: (10 MINUTES)

- What steps and actions would you like to commit to, to make this goal happen?
- What other steps can you take?
- What other actions can you think of?
- By when will you do this?
- How committed are you to achieve this on a scale of 1 to 10?
- What could hold you back from achieving this action?
- How will you stay accountable to achieve this action?
- Is the action clearly worded? Realistic? Accurate? Focused? Does it have a timeline for completion?
- Summarize the actions written down.

5. WRAP UP AND NEXT: (5 MINUTES)

- Is the action aligned to the person's goals and values?
- Any further thinking?
- What issues have surfaced or still remain?
- What insights have you had?
- What ideas are you taking away?
- What intentions do you have as a result of today?
- When will we meet again? Date, time, place

6. APPRECIATION

Appreciate each other sincerely and graciously.