

Outline Agenda (No timings)

Item	Who
<p>1 Review of progress made: Since receiving mentoring support</p> <ul style="list-style-type: none"> • Thinking of your initial expectations and development goals, what progress do you feel you've made? • What areas have you made less progress in? <ul style="list-style-type: none"> – What might be the cause of that? • What other progress have you made? <ul style="list-style-type: none"> – Any topic or situation that seems related. • Progress that appears less related or unrelated. 	Mentee
<p>2 Themes of the assignment: Growth, wisdom and learning</p> <ul style="list-style-type: none"> • What are the ideas or messages that have arisen from mentor conversations? • What ideas have been most important for you, i.e. that you want to remember or use? • How will these affect or influence you going forward? <ul style="list-style-type: none"> – In the short term – Longer-term 	Mentee
<p>3 Exchange Feedback: From mentee to mentor</p> <ul style="list-style-type: none"> • What do you see as your mentor's strengths in providing this type of support to people? • What do you value most about your mentor's support? • What might your mentor do/improve upon that would work better in future? 	Mentee
<p>4 Exchange Feedback: From mentor to mentee</p> <ul style="list-style-type: none"> • What do you see as your mentee's key strengths? • What do you value them for most? • What is their greatest potential contribution: <ul style="list-style-type: none"> – In their role at work? – Elsewhere? (Outside of their role, in life generally.) • What do you imagine are their challenges? (Blocks of awareness, behavior or ability.) <ul style="list-style-type: none"> – What do they need to do, in order to overcome those? – What might be the benefits of that? • What else do you have to say? 	Mentor



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<p>5 Identify options for on-going support and learning</p> <ul style="list-style-type: none"> • What development themes does the mentee still have? (This may be the same as those used within the mentoring.) • How might the mentee continue to make progress? (Regular routines, training, etc.) <p>What support is available to them? (People, membership of networks, on-line resources and tools, etc.)</p>	Both
<p>6 Agree a schedule to complete</p> <ul style="list-style-type: none"> • What needs to happen now before we complete? <ul style="list-style-type: none"> – Actions (complete 'x' or finish 'y'). – Activities, e.g. 'We'll have two more conversations, one in person and one by telephone'. <p>Events, dates, milestones, e.g. wait until the mentee has spent six months in their new role.</p>	Mentee
<p>7 Mentee Summarizes</p> <p>Confirm what's been agreed and the way forward</p>	Mentee

General guidance

Use the above topics and questions to support natural conversation, i.e. let the conversation flow from the prompts above, without the questions inhibiting the discussion. Questions initially focus on the as on the mentees experience, then the mentor's, as indicated. Either party might offer secondary views, as a natural course of the conversation.

No timings have been indicated, however it is desirable to keep focussed on progress, to avoid overrun, or having to end the discussion incomplete.