

## Goal and Task Emphasis

Item	Timing (approx.)
<p><b>1 Build the mentor's understanding of the mentee's themes</b></p> <p>The mentor 'interviews' the mentee to focus more directly on their objectives and development themes. For example:</p> <ul style="list-style-type: none"> <li>Let's look more closely at what you want to get from this, in terms of areas you want to develop or grow in.</li> <li>Can you describe what you want for the future, e.g. in your career or for your personal life (understand their aspirations)?</li> <li>What do you see as potential blocks or barriers to your progress, e.g. current challenges, gaps in knowledge or skills?</li> </ul>	30 min.
<p><b>2 Focus on a topic or theme (1.)</b></p> <p>Take an initial topic or theme and create conversation around that theme, e.g.:</p> <ul style="list-style-type: none"> <li>What seems obvious to focus on first?</li> <li>Enquire further into this area, what's the current situation, its features, key people, influences, possibility etc.</li> <li>Surface potential, opportunity, or simply a sense of clarity</li> </ul>	20 min.
<p><b>3 Focus on a topic or theme (2.)</b></p> <p>As above, take a second topic or theme and create conversation around that theme.</p>	20 min.
<p><b>4 Mentee summarises and creates a sense of the way forward</b></p> <p>The mentee gives an overview of where they are following the conversation, and how they want to take things forward, e.g.:</p> <ul style="list-style-type: none"> <li>Here's what I understand from this.</li> <li>Here's what I think I need to focus on or get done (commit to actions if appropriate).</li> <li>Here's what might stop me (and here's how I intend to tackle that).</li> </ul>	10 min.
<p><b>5 Check expectations / effectiveness</b></p> <p>Establish if the style and approach to the conversation is effective, e.g.:</p> <ul style="list-style-type: none"> <li>How much is this meeting your needs?</li> <li>What else might we be missing?</li> <li>What might we do more of/less of next time?</li> </ul>	10 min.