

## Outline Agenda (No timings)

Item	Approx.
<p><b>1 The function of the meetings</b></p> <ul style="list-style-type: none"> <li>• What works well about the way we're working together? e.g. frequency, duration and location of meetings, etc.</li> <li>• What works less well?</li> <li>• What would work better?</li> </ul>	00 min.
<p><b>2 Approach to the assignment</b></p> <ul style="list-style-type: none"> <li>• How appropriate is the level of structure we're using (agreements, expectations, identification of themes an objective, etc.)?</li> <li>• What might we do less of? e.g. formal agendas, meetings in person, etc.</li> <li>• What could we add that would help? e.g. e-mailing notes, phone calls, etc.</li> </ul>	00 min.
<p><b>3 Progress, results and outcomes</b></p> <ul style="list-style-type: none"> <li>• What are the main results of mentoring support for you so far? For example: <ul style="list-style-type: none"> <li>– What has happened that wouldn't have happened?</li> <li>– What has happened that has been affected/influenced by the mentoring?</li> <li>– What else seems relevant?</li> </ul> </li> <li>• Considering what you hoped to get from mentoring, how successful / effective is it?</li> <li>• What hasn't the mentoring addressed that you feel is still a development need or barrier to your progress?</li> </ul>	00 min.

**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 are most obviously aimed at an initial response from the mentee, as the prime focus here is on the mentees experience. The mentor is also likely to offer views, as a natural course of the conversation (and that's desirable).

No timings have been indicated, as time taken to cover the topics will vary in length, according to the individual situation.

