

Sample Agenda

The mentoring agenda is a great tool to make the most of your meetings and keep the relationship focused on your objectives and overall goals.

Writing an agenda is a great professional skill to develop. Talk to your mentor or mentee about how far in advance the agenda should be provided.

Template

Overall Relationship Goal:

Meeting Number:

Date:

Time:

Place/Platform [Provide phone number or dial instructions if needed]:

MEETING OBJECTIVE:

Review action items from last meeting:

Questions to discuss:

- 1.
- 2.
- 3.

Review action items from this meeting:

Special preparation required ahead of the meeting: