MENTOR MEETING AGENDA
Meeting Date: ___/___/___

This form is to be used as a guide for the Mentor to conduct productive meetings with Protégés.

Topic for today’s call:

- What would you like to accomplish by the end of today’s mentoring session?
- What challenges are you experiencing?
- What opportunities are you facing?

Progress on Action Steps from last meeting:

☐ ________________________________

☐ ________________________________

☐ ________________________________

☐ ________________________________

Goal: Establish and Clarify Goals

If you were successful, what would that look like to you?

_____________________________________________________________________________________________

What specifically would you like to achieve, and over what period of time?

_____________________________________________________________________________________________

How will achieving this goal affect your practice?

_____________________________________________________________________________________________

Reality: Current Reality and Obstacles

What have you tried so far?

_____________________________________________________________________________________________
On a scale of 1-10, how would you rate where you are today? *(Circle)*

1  2  3  4  5  6  7  8  9  10

When/how often does this happen?

_____________________________________________________________________________________________

What else is important?

_____________________________________________________________________________________________

What are the obstacles as you see them?

_____________________________________________________________________________________________

**Options: Current Reality And Obstacles**

How might you do this?

_____________________________________________________________________________________________

If money, time and resources were no obstacles, what might you do?

_____________________________________________________________________________________________

If you were to ask __________, what would they suggest?

_____________________________________________________________________________________________

What else might you do?

_____________________________________________________________________________________________

I have a few ideas. Would you like to hear them?

_____________________________________________________________________________________________

**What’s Next: Current Reality And Obstacles**

What are you going to do? By when?

_____________________________________________________________________________________________

What could get in your way?

_____________________________________________________________________________________________
How might you minimize the obstacles?

_____________________________________________________________________________________________

What are the opportunities/risks of doing this?

_____________________________________________________________________________________________

Where will you need support? How will you get it?

_____________________________________________________________________________________________

On a scale of 1-10, how certain are you that you will do this?

_____________________________________________________________________________________________

What would you need to change to increase your rating to 10?

_____________________________________________________________________________________________

**Action Steps for next meeting:**

☐ ______________________________________________________________

☐ ______________________________________________________________

☐ ______________________________________________________________

☐ ______________________________________________________________

☐ ______________________________________________________________