Suggested topics for Mentoring Meetings

Please note that these topics are guidelines for your meetings. They are to be used as you meet together this year. If you identify other topics that work well for you and that you feel would be valuable to others, please share them with us.

Meeting #1 – Introductions
- Discuss both of your career and educational backgrounds
- Discuss your goals and objectives for the year in the mentoring program
- Decide on the best forms of communication for scheduling future meetings and staying in touch (e.g. telephone, e-mail)

Meeting #2 – Career Planning
- Continue your discussion about your mentor’s history
- Discuss 5-10 year planning and how you both plan to achieve your goals
- Discuss skills and on-going professional training necessary to achieve these goals

Meeting #3 – Work/ Life Balance
- Discuss the challenges in achieving work/life balance
- Create a plan for you to pursue professional success without sacrificing your personal/family life

Meeting #4 – Leadership/Team Work
- Discuss the importance of leadership and teamwork as it relates to success
- What challenges do you each face in being part of a team?
- What traits make a good leader?
- How can you improve your leadership skills?

Meeting #5 – Upcoming Professional Challenges
- Discuss issues faced over the course of this year and any you see on the horizon
- Discuss lessons that you each have learned from challenges met
- Discuss other topics not previously covered that you wish to share with each other

Meeting #6 – End of Year Evaluation
- Evaluate your year
- Discuss what worked and didn’t work in your mentoring relationship
- Create a list of suggestions to help future mentoring teams for next year’s program