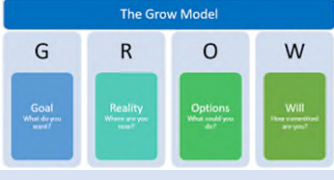


## Mentoring Meeting Checklist

Use this checklist to help you prepare for and structure your mentoring meetings.

<p>Welcome and rapport building</p>	<ul style="list-style-type: none"> <li>• How are you?</li> <li>• How have you been since our last meeting?</li> </ul> <p>Ask open questions, e.g.:</p> <ul style="list-style-type: none"> <li>• How is your daughter getting on at her new school?</li> <li>• How are you finding your new car?</li> <li>• What did you think of that film?</li> <li>•</li> </ul>
<p>Review any actions agreed at the previous mentoring meeting, and the mentee's progress towards carrying these out.</p>	<p>Help their reflection and learning by asking open questions such as:</p> <ul style="list-style-type: none"> <li>• How have you got on with the actions you took away from our last meeting?</li> <li>• How is the XX project going?</li> <li>• How did the XX meeting go?</li> <li>• What went well?</li> <li>• What would you do differently next time?</li> <li>• Were there any surprises?</li> <li>• How do you feel about the outcome?</li> </ul>
<p>Establish what the mentee wants to focus on during this meeting.</p>	<p>Ask 'Goal' questions such as:</p> <ul style="list-style-type: none"> <li>• What do you want to focus on today?</li> <li>• What are your priorities for today?</li> <li>• What would you like to get out of today's conversation?</li> <li>•</li> </ul>
<p>Main part of conversation.</p> 	<ul style="list-style-type: none"> <li>• Use GROW questions as appropriate and a non-directive approach.</li> <li>• With awareness, share your experience and outcomes.</li> <li>• Signpost, offer guidance where appropriate.</li> <li>• Make suggestions if the mentee is struggling to come up with their own.</li> </ul>
<p>Identify actions arising from today's meeting.</p>	<p>Use 'Will' questions such as:</p> <ul style="list-style-type: none"> <li>• What actions will you take to achieve that?</li> <li>• What support do you need?</li> <li>• What do you need from me?</li> <li>• When can you do that?</li> <li>• When is a realistic deadline for that?</li> </ul>

	<ul style="list-style-type: none"> <li>• Who needs to be involved/know about that?</li> </ul> <p>Ensure the mentee has written down any actions they identify, along with deadlines. Take your own notes if you wish to.</p>
Agree date and time of next meeting	This will vary depending on what the mentee wants to achieve, actions they need to carry out, any support they require and both your workloads.
Seek feedback	<p>Ask the mentee for feedback, explaining that this is important for your development as a mentor. Questions that can help:</p> <ul style="list-style-type: none"> <li>• How are you finding the mentoring?</li> <li>• What am I doing that you find particularly helpful?</li> <li>• What could I do differently?</li> </ul>