

Agenda for the mentoring meeting

The mentoring group/individual meeting should be organised in such manner:

1. „Warm up“
 - How is everyone?/How are you?
2. Choosing the method of the meeting organisation (group mentoring).
 - The mentees in a discussion chooses the method – will the issues and problems of all mentees will be discussed or the situation of one mentee.
3. „Homework“
 - Mentee(-s) present the results of the tasks/activities planned during the last meeting:
 - What was done?
 - What have not succeeded and why?
 - Next activities and tasks are planned.
4. Current issues/sharing the experience
 - The mentee(-s) presents her problem(-s), and some more concrete details about current situation;
 - The mentees or mentor ask the questions in order to clear up current situation;
 - During the discussion the mentees discuss the problematic situation with the mentor;
 - The mentees/mentor give their suggestions and the mentor shares his/her experience and knowledge related with the situation, also he/she could advise;
 - The mentee(-s) chooses the most suitable solution to his/her.
5. Planning of the activities
 - The mentee(-s) make her/his plan of activities needed to implement the solution he/she has chosen;
 - The mentor could suggest how the mentee(-s) should follow the plan made.
6. Conclusions.
 - The benefit of the meeting for every mentee and mentor is discussed;
 - The date and topic of the next meeting is planned;
 - The tasks and works to be done till next meeting are discussed;
 - The meeting diary is filled in;
 - The need of the additional single meeting for the mentees is discussed and their dates are planned (group mentoring).