



Sample Mentoring Session Checklist

Before the Session

- Review previous notes:** Reflect on key points and action items from the last session.
- Prepare discussion topics:** Identify specific questions or areas to address.
- Gather resources:** Collect any documents, tools, or materials needed for the session.

During the Session

At the Start of the Session

- Check in personally:** Ask about the mentee's well-being and recent experiences.
- Revisit goals:** Confirm the purpose of the mentoring relationship and the session's objectives.
- Build rapport:** Strengthen trust by actively listening and showing genuine interest.

Progress and Challenges

- Review accomplishments:** Discuss progress toward previously set goals.
- Address challenges:** Identify obstacles or concerns the mentee is facing.
- Brainstorm solutions:** Collaborate on strategies to overcome difficulties.

Feedback and Guidance

- Provide constructive feedback:** Be specific and actionable, focusing on growth opportunities.
- Celebrate achievements:** Acknowledge successes and highlight strengths.
- Encourage a growth mindset:** Motivate the mentee to keep learning and improving.

Action Steps

- Define next steps:** Create a clear list of tasks or goals for the mentee to work on.
- Assign responsibilities:** Clarify who will do what before the next session.
- Set deadlines:** Establish realistic timelines for completing action items.

At the End of the Session

- Reflect on lessons learned:** Summarize key takeaways from the discussion.
- Evaluate the session:** Discuss what worked well and areas for improvement.
- Plan for the next session:** Schedule the next meeting and outline its focus.

After the Session

- Document key points:** Write down highlights, action items, and follow-ups from the session.
- Provide additional resources:** Share any articles, books, or tools discussed during the session.
- Track progress:** Monitor the mentee's development and revisit goals in future sessions.

