



Recommended Meeting Structure Guide for Bi-weekly Meetings

Objective: To facilitate regular and productive interactions between mentors and mentees throughout a six-month mentorship program.

Meeting Frequency: Meetings will be held every two weeks for a total of 12 meetings during the program.

Meeting Duration: 60-90 minutes per meeting.

Meeting 1: Kickoff and Goal Setting

- **Agenda:**
 - Welcome and Introductions (15 minutes)
 - Program Overview and Expectations (10 minutes)
 - Goal Setting: Discuss mentee's career objectives and expectations (20 minutes)
 - Mentor's Insights: Mentor shares experiences and insights (15 minutes)
 - Action Plan: Develop a mentorship action plan (20 minutes)
- **Homework:**
 - Mentees: Draft a list of specific goals and questions for the mentor.
 - Mentors: Review mentee's goals and prepare to provide guidance.

Meeting 2 to Meeting 11: Progress and Skill Development

- **Agenda** (for Meetings 2 to 11, following a similar structure):
 - Progress Review: Discuss achievements and challenges (20 minutes)
 - Q&A and Knowledge Sharing (15 minutes)
 - Mentor's Guidance: Address mentee's questions and concerns (15 minutes)
 - Skill Development: Focus on a specific skill or topic (20 minutes)

- Action Plan Update: Revise or add to the action plan (10 minutes)
- **Homework:**
 - Mentees: Implement mentor's advice and work on skill development.
 - Mentors: Continue to provide guidance and resources as needed.

Meeting 12: Reflection and Next Steps

- **Agenda:**
 - Reflect on Progress and Growth (15 minutes)
 - Mentee's Achievements and Learning (15 minutes)
 - Mentor's Insights and Observations (15 minutes)
 - Future Planning: Discuss post-mentorship steps (20 minutes)
 - Evaluation and Feedback: Provide constructive feedback (15 minutes)
- **Homework:**
 - Mentees: Prepare for post-mentorship steps and set new goals.
 - Mentors: Offer continued support and resources.

Additional Considerations:

- Encourage open and honest communication.
- Provide a platform for mentees to ask questions and seek guidance between meetings.
- Maintain confidentiality and respect throughout the program.
- Foster a comfortable and safe environment for both mentors and mentees to share their experiences and insights.

This structure guide should help ensure that each biweekly meeting in the six-month mentorship program is purposeful, consistent, and beneficial for both mentors and mentees.

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