**A green and white logo

Description automatically generated Mentor Meeting Plan**

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| **Review of Action Plan:**  Recap on the previous actions. Review progress. Discuss impact. |

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| **Focus:**  Establish the focus for the meeting. |

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| **Discussion:**  Building upon the agreed actions and the focus for the session. Explore the issues for the session. |

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| **Summary of Agreed Actions:**  At the end of the meeting, capture agreed actions. |

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| **Reflection and Feedback:**  Invite the mentee to reflect on the session – what did they find helpful? Invite them to offer feedback as to how they found the session.  Book in the date for the next session/s. |