

Designing a Mentoring Meeting

In principle, a mentoring partnership should focus on strategic goals and should continuously work on what is needed to achieve these goals. However, it may also be important to address short-term challenges.

- At the **beginning of a mentoring meeting**,
 - a. a mentee might summarise what has been achieved since the last meeting and/or
 - b. a mentor might ask if there are any special concerns and what **the most important and greatest expectations** for that specific meeting might be.
- If **references to the last meeting** are made the following questions are helpful:
 - What was agreed at the last meeting? What has happened since then?
 - What was particularly successful? What's left open?
 - If something could not be implemented or **negative experience** was made, ask: How can this experience be used to achieve **better results in the future**? What are the lessons learned? What else could one do, what else would be an alternative?
 - Make sure that the meetings do not focus exclusively on problems. Ask about **what has worked well**, about progress and success.
- Keep to the **agreed time unless you decide together on a different schedule**. If mentor or mentee notice that the conversation is digressing, remind each other how much time is left and ask or bring forward the main topic to work on in the remaining time.
- If a topic does not fit into the **area of competence of the mentor** or if mentoring alone is not enough, you should address it openly. The mentor might ask the mentee: Who else could provide support for this specific concern? What are the **alternatives**? What are additional sources for information?
- At the end of the meeting, the mentee(s) should summarise **the most important results and concrete steps** and tasks should be done until the next meeting.

Minutes of a Mentoring Meeting

Minutes can be used to reflect on what was agreed at the last mentoring meeting. Over a longer period of time it is helpful to analyse the overall development of goals, topics and progress on the basis of protocols. The mentee(s) keep the minutes, since he/she is also responsible for his/her career development.

A protocol contains, in brief:

- Date, duration of the meeting
- **Goal, topics** of the meeting.
- **Conclusions and agreements**
- A **work list** with planned completions, implementation steps, incl. date and status of implementation
- Reference to the last meeting:
 - What's the deal? What has been achieved?
What can the mentee(s) be particularly proud of?
 - What's left open? So what else is there to do?
What could be done differently? Who/what else could support?