MENTORING CONVERSATION GUIDE

- Use this guide to strategically prepare for each mentoring conversation.
- Email your mentor after each meeting to summarize the key points.
- Save these documents to track the progress of your mentoring relationship.

Current Date: _____

DISCUSSION TOPICS

1.

2.

3.

QUESTIONS FOR MY MENTOR

Q: _____

Q: _____

Q: _____

Q: _____

Q: _____

MEETING NOTES AND DISCUSSION HIGHLIGHTS

ACTION ITEMS FOR NEXT MEETING

1.

2.

3.

DISCUSSION TOPICS FOR NEXT MEETING

1.

2.

3.

Next Discussion Date: _____

Next Discussion Time: _____