



## Final Mentoring Meeting Checklist

When the end date of the formal mentoring program has been reached, the formal mentoring pairings can be dissolved. However, that does not mean that the mentoring pairs cannot continue an informal mentoring relationship. Learning is a life-long, continual process. Mentees and mentors should be continual learners, even after their formal relationship comes to an end.

- Review Mentee Goals
- Celebrate Successes
- Discuss Challenges
- Outline Next Steps

Focus on transitioning the mentoring relationship rather than ending it:

- **From Formal to Informal:** If goals weren't achieved during the structured period or if new goals were identified, the mentoring pair should be encouraged to continue their relationship on an informal basis if that is what they each feel will be most beneficial.
- **Transition to a Different Partner:** Some mentees may wish to be mentored by someone else or feel there are no more benefits to be gained by remaining with the same mentor. This happens and is okay. This transition could be informal or it could be part of the next formal mentoring partnership.
- **Transition to Peer Coaching:** The mentoring pair may shift into a peer coaching relationship where they support each other's professional growth.

Questions can be directed to the Mentorship Committee Chair, Suzie Blake at [blakesuzie@gmail.com](mailto:blakesuzie@gmail.com) or 616-930-5686

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