



Mentoring Meeting Checklist

- Mentor and Mentee Agree to Theme for Meeting
- Review Goals Discussed in Previous Meeting
 - Review action plan and progress
- Discuss Additional Challenges/Observations
 - Mentor asks questions, provides feedback
 - Mentee prepared to ask for advice
- Recap Mentee Goals and Next Steps
 - Mentee must drive goals and next steps
 - Mentor provides guidance where appropriate
- Check in on Whether the Mentoring Continues to be Beneficial
 - If not, contact the AFP-WM Mentorship Committee
- Decide on Theme for Next Meeting
- Verify Next Meeting and Goals

Questions can be directed to the Mentorship Committee Chair, Suzie Blake at blakesuzie@gmail.com or 616-930-5686

3/12/2019