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