## **Date: \_\_\_\_\_\_\_\_\_\_\_\_ Time:** \_\_\_\_\_\_\_\_\_\_\_ **Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mentoring Meeting 1**

**AGENDA**

**Meeting Goal:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Topics for Discussion** |
| Confidentiality  Meeting preparation and expectations  Meeting structure  Mentoring agreement  Mentor and mentee background and experience  Mentoring vision and goals  Setting goals  Mentoring development plan  Next steps |

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| **Topic** | **Action** | **By Whom** |
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