## **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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