

Mentoring Meeting Agenda:

No.	Item	Timeframe	Detail
1	Reconnect	3-5 mins	
2	Objective/focus for today's session	1-2 mins	Ensure you have planned this prior to meeting and communicated it to your mentor
3	Review of actions and insights/lessons learned	10 mins	
4	Discussion (TESEC model) <ul style="list-style-type: none"> • Topic – focus of the meeting/expected outcome • Explore – the topic – a discovery step • Share – the mentor's perspective • Enable – collaborate and identify solutions and responsibility • Conclude – summarise the discussion 	35-40 mins	
5	Wrap up <ul style="list-style-type: none"> • Agreed actions • Reflect on key learning and insights from session • Agree or any carry forward items Check on the value of the process, what is working and what you could improve	6-8 min	
6	Confirm next session and logistics	1 min	

Summary of Actions	Timeframe	Comment