



## AIRAH Mentorship Program – Meeting Agenda

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This is a sample meeting agenda for your mentoring meetings. It is important to be flexible! Please adjust and adapt this document to best suit your needs.

1. Welcome and introductions
<ul style="list-style-type: none"><li>• The mentor welcomes the mentee and introduces themselves.</li><li>• The mentee introduces themselves and shares their background, experience, and goals for AIRAH’s Mentorship Program.</li></ul>
2. Review goals and objectives
<ul style="list-style-type: none"><li>• The mentor and mentee review and confirm the mentee’s goals and career objectives/challenges.</li></ul>
3. Discuss career progression
<ul style="list-style-type: none"><li>• The mentor and mentee discuss the progression of the mentee’s career.</li><li>• The mentor talks about their own career experience and suggests potential paths and areas for development.</li></ul>
4. Identify strengths and weaknesses
<ul style="list-style-type: none"><li>• The mentor and mentee speak about the mentee’s strengths and weaknesses.</li><li>• The mentor and mentee agree on strategies for building strengths and improving weaknesses.</li></ul>
5. Uncover industry trends
<ul style="list-style-type: none"><li>• The mentor and mentee talk about broader industry trends and shifts, with discussion on how the mentee’s career path may be impacted.</li></ul>
6. Share advice and insight
<ul style="list-style-type: none"><li>• The mentor shares advice based on their career experience, offering guidance and suggestions on next steps.</li><li>• The mentee asks questions and for further clarification.</li></ul>
7. Identify next steps and wrap up
<ul style="list-style-type: none"><li>• The mentee summarises the key points of the conversation and outlines their next steps and action items.</li><li>• The mentor and mentee discuss and agree upon timelines, responsibilities, and follow-ons from this conversation.</li></ul>