

# Mentorship Session Agenda Template

DATE :

PARTICIPANTS:

## CHECK-IN

5 mins

How are you feeling this week?  
Any highlights or challenges?

## GOAL REVIEW

10 mins

Review Progress since last meeting.  
Discuss highlights and challenges

## FOCUS TOPIC DISCUSSION

20 mins

Examples: Communication Skills, Boundary Setting, Adapting to Change, Healthy Habits, Networking Strategies. See [@superwomansociety.org](https://superwomansociety.org) for more examples

## NEXT STEPS

10 mins

1. New Goals or Action Items and Support Needed
- 2.
- 3.
- 4.
- 5.

## CLOSING

5 mins

One Takeaway from your session with positive reinforcement and encouragement from the Mentor

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## FOCUS TOPIC DISCUSSION

## NEXT STEPS

- 1.
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- 4.
- 5.

## CLOSING