

A good mentorship structure



Introduction Meeting



The [first mentorship meeting plan template](#) can be used to help support this introductory meeting.

In this meeting you should aim to:

- get to know each other personally
- understand the goals of the mentorship and top-line goal objectives
- agree meeting logistics
- agree communication methods and boundaries
- agree the next meeting date



Initial goal setting meeting



In this session, both the mentee and mentor should have access to the below:

- a) [Goal setting template](#)
- b) [Setting SMART goals blog](#)

In this meeting you should aim to:

- set up a solid plan of action to achieve goals
- set up a system to measure achievement
- collaborate on projects / goals where appropriate
- Mentors should aim to provide advice and signpost resources and guidance using industry experience



Regular mentorship meetings



In these sessions, both mentor and mentee should have access to the mentee's completed goal setting action plan.

In these meetings, you should aim to:

- have a clear agenda of what you want to discuss
- review achievement of goals to-date making these sessions results driven and highly focused
- identify clear actions and next steps for the mentee
- create an ongoing action plan for learning and development
- create new goals and objectives when other goals have been met

In these meetings, mentors should provide truthful, critical feedback where required.