# Mentoring Session Agenda – First Meeting

## Get to Know Each Other (30 Minutes)

Goal: Build rapport and begin understanding your Mentee’s communication style, interests, and background.

Suggested Topics to Discuss:

* Share your reasons for joining the Mentorship Program and ask your Mentee about their motivations.
* Ask about your Mentee’s school life, technology use, hobbies, and community involvement.
* Begin exploring possible transition goals (e.g., college, career, independent living skills).
* Optional activity - use resources linked in the [Ice Breakers](https://cdn.prod.website-files.com/66cd9f7f911ba87dfbd24ad2/67f55e7970eab9a710b30709_Icebreakers.docx) document to start the conversation

## Explore the Transition Topic (15 min)

Goal: Introduce this month’s transition topic and review any relevant announcements posted on the [Mentorship Hub](https://www.empowervi.org/mentoring-programs) homepage (password: mentoring).

How to Use the Transition Topic Guides:

* Review the transition topic definition, discussion questions, and linked resources with your Mentee.
* Discuss how this topic might relate to their goals. In future sessions, you can work with your Mentor to develop goals using the [SMART Goal Worksheet](https://cdn.prod.website-files.com/66cd9f7f911ba87dfbd24ad2/67f53b18f03a143eb1c4eef4_SMART%20Goal%20Worksheet.docx).
* Encourage your Mentee to explore the resources on their own after the session.
* There are over 30 Transition Topic Guides. Each guide focuses on a different transition-related topic. Suggested topics for each month will be shared in the announcement section at the top of the Mentorship Hub. Please note that you and your Mentee are free to explore topics outside of the Transition Topic of the Month, based on your Mentee’s interests. Resource: [Transition Topic Guide](https://cdn.prod.website-files.com/66cd9f7f911ba87dfbd24ad2/683d9f7cf5d6aa9a7561d62b_Transition%20Topic%20Series%20Guide.docx)

## Wrap-Up and Plan Ahead (15 min)

Goal: Confirm next steps, schedule the next meeting, and support your Mentee with follow-up tasks.

Key Tasks:

* Schedule your next meeting together. Note the agreed upon date and time in the shared chat on Teams.
* Help your Mentee set a reminder using their preferred method (e.g., phone reminder, calendar invite, scheduled email reminder).
* Ensure that both you and your Mentee complete your Session Feedback Forms either before ending the session or no more than 48 hours following your mentoring session. [Mentor Session Feedback Form](https://forms.office.com/r/X0Q73SJnXF) and [Mentee Session Feedback Form](https://forms.office.com/r/PeFAntcANP)

# **Key Activities to Cover This Session**

* Share your background and get to know your Mentee.
* Begin identifying areas of interest for transition goals.
* Introduce or choose a transition topic guide to discuss.
* Schedule the next session and help your Mentee set reminders.
* Fill out the Session Feedback Forms after the session.