Mentoring Session Agenda

# **Check-In and Goal Progress (30 Minutes)**

Goal: Catch up, build relationship, and talk through how your Mentee is doing in school, life, and with their goals.

Suggested Activities**:**

* Ask how your Mentee is doing (school, activities, hobbies).
* Discuss any progress made toward their goals.
* Review any assigned action steps or activities from the previous session (e.g., interest assessments, EMPOWER VI courses).
* Work together to set a new goal or revise an existing one using the [SMART Goal Worksheet](https://cdn.prod.website-files.com/66cd9f7f911ba87dfbd24ad2/67f53b18f03a143eb1c4eef4_SMART%20Goal%20Worksheet.docx) or informal conversation.
* Share relevant resources or advice from your own lived experience.

Tips:

* Encourage open discussion about challenges or barriers.
* Update the SMART Goal Worksheet as needed to reflect new goals or adjustments.

# **Discuss Transition Topic Guides (15 min)**

Goal: Deepen understanding of the month’s transition topic and explore related resources

Suggested Activities:

* Review the month’s transition topic and any new announcements posted on the [Mentorship Hub](https://www.empowervi.org/mentoring-programs).
* You and your Mentee are free to explore topics outside of the Transition Topic of the Month, based on your Mentee’s interests.
* Explore the transition topic definition, discussion questions, and linked resources with your Mentee. Resource: [Transition Topic Guide](https://cdn.prod.website-files.com/66cd9f7f911ba87dfbd24ad2/683d9f7cf5d6aa9a7561d62b_Transition%20Topic%20Series%20Guide.docx)
* Discuss how the transition topic might relate to your Mentee’s goals or spark interest in new areas for exploration.
* Encourage your Mentee to explore the resources on their own after the session.
* Review and/or suggest resources from the [EMPOWER VI Resource Page](https://www.empowervi.org/resources) and [online courses](https://www.empowervi.org/resources) for your Mentee to complete between your mentorship sessions. Emphasize that these resources are designed to support transition planning and may lead to new goals or action steps.

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

Goal: Schedule your next session and support follow-through.

Key Tasks:

* Summarize the session and outline any next steps.
* Schedule your next meeting together and make a note 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**

* Check in on how your Mentee is doing and on SMART goal progress.
* Develop or refine SMART goals based on the discussion.
* Discuss what steps your Mentee can take to continue working toward their goal.
* Share or review outside activities or resources.
* Explore the suggested Transition Topic Guide for the month.
* Discuss how the transition topic connects to the Mentee’s goals or interests.
* Schedule next session and set reminders.
* Complete Session Feedback Forms after the session.