

Preparing for Your Mentorship Session: A Guide for Mentees

Introduction

Your mentorship sessions are an opportunity to learn, grow, and take meaningful steps toward your goals. Preparing for these sessions ensures you make the most of your time with your mentor. Use this checklist to reflect on your progress, identify key discussion topics, and come to each session prepared and focused.

Mentee Preparation Checklist

Before the Session:

1. Review Goals:

- Revisit your SMART goals and any notes from previous sessions.
- Reflect on progress you've made since the last meeting.

2. Prepare Discussion Topics:

- List specific topics or questions you want to discuss.
- Prioritize your topics based on urgency and alignment with your goals.

3. Reflect on Challenges:

- Identify any challenges or setbacks you've faced since the last session.
- Consider how these challenges impact your personal or professional growth.

4. Gather Relevant Materials:

- Bring documents, reports, or examples that may help your mentor understand your progress or challenges.
- Think of any resources you may need their input on.

5. Set an Agenda:

- Draft a simple agenda to guide the discussion. Example agenda:

- i. **Check-in:** Share updates since the last meeting.
- ii. **Progress:** Review wins, challenges, and actions taken.
- iii. **Feedback:** Seek advice or feedback on specific topics.
- iv. **Next Steps:** Define clear action items for the next session.
- Share the agenda with your mentor in advance if possible.

6. Consider Your Needs:

- Think about what specific support, advice, or feedback you need from your mentor.
- Prepare to articulate this clearly during the session.

7. Reflect on Insights:

- Reflect on past sessions and how you've implemented your mentor's advice.
- Be ready to share success stories or examples of how their input has helped.

During the Session:

- **Be Engaged:** Actively listen to your mentor's feedback and ask follow-up questions to deepen your understanding.
- **Be Honest:** Share your challenges and ask for specific advice or strategies.
- **Take Notes:** Write down key takeaways, action items, or new ideas to follow up on later.

After the Session:

1. **Reflect:** Take 10–15 minutes to reflect on what you learned and how you'll apply it.
2. **Follow Through:** Begin working on the action items you discussed with your mentor.
3. **Express Gratitude:** Thank your mentor for their time and guidance.

Final Tip:

Preparation is key to a productive mentorship relationship. By coming to each session with clear goals and an open mind, you'll maximize the value of your time with your mentor and take meaningful steps toward achieving your aspirations.
