**Ideas for Mentoring Program Meeting Topics**

* Both mentee and mentor review their resume/curriculum vitae with each other to create a foundation of what they have done, where they have been and where they would like to go.
* Do a “mock” interview for a higher level leadership position with the mentee as the interviewee
* Take your favorite personality or behavioral assessment with your mentee/mentor or discuss previously taken assessments to learn how best to work and communicate with each other.
* Attend a work meeting together and introduce mentee to other professionals in the field.
* Schedule lunch or coffee to discuss what’s going well, what’s not going well and ways to move forward at work.
* Include the mentee in one of your meetings or conference calls as appropriate and discuss with them some of the tasks you are currently working on to help them understand your role better.
* Provide your mentee/mentor with a one-on-one training session of a presentation that you have recently given/put together and provide feedback for each other.
* Set goals with your mentee/mentor or develop an action plan to ensure your meetings stay on track. Have mentee drive the scheduling of meetings and set the agenda.
* Role play how to address a particularly challenging situation your mentee/mentor may be having.
* Create a vision statement with your mentee/mentor that captures where he/she wants to be in five years and what he/she wants to be known for (their brand); review and discuss together. Discuss your personal vision by answering the following question: What would you like to be remembered for over the next few years?
* Talk about the types of people you find most difficult to work with and discuss strategies for more effective interactions with them.
* Ask your mentee/mentor to share their biggest weaknesses and figure out ways to strengthen skills in these areas.
* Review organizational charts to help the mentee/mentor understand who fits where.
* Describe the most challenging moment in your career and how you handled it.
* Share career stories. Stories could include the beginning of your career, changes you made along the way, or high and low points during your career. You may want to discuss experiences that were helpful although you may not have realized them at the time they were occurring.
* Talk about mentors or role models each of you has had in the past and how they impacted your life or career.
* Create a specific list of learning activities (similar to this document) to consider as you plan your time together.
* Discuss the following question: What keeps you up at night regarding your position?
* Discuss some of the “unwritten rules” each of you has observed or learned about success in the workplace. How is this different from other places you have worked and what lessons have you learned?