

Internal Mentoring Session Blueprint

Intro meeting

The first session is about building trust, sharing your story, and setting clear objectives for the program. As a mentee, this is your opportunity to be open, honest, and intentional about what you want to gain from the relationship.

1. Introductions and expectations (10 minutes)

- Share brief introductions
- Use the Mentoring Agreement to set expectations
 - Meeting frequency and scheduling (block dates in advance).
 - Communication norms (where, how, and when you'll meet).
 - Boundaries and confidentiality.
 - Discuss high-level goals for the program.

2. Sharing your background (25 minutes)

Offer your mentor a deeper view into your career path, current role, and aspirations. Be ready to discuss both strengths and challenges.

Questions to reflect on beforehand:

- *What do I enjoy most about my work?*
- *What am I most proud of in my career so far?*
- *Who do I look up to as a role model, and why?*
- *What would I change about my current work environment?*
- *Which skills do I need to strengthen to succeed now and in the future?*

3. Looking ahead (10 minutes)

Take the lead in sharing your career aspirations. Be specific about where you see yourself growing, both in the short term and in your longer-term path.

Internal Mentoring Session Blueprint

Intro meeting

4. Setting clear objectives (10 minutes)

- Work with your mentor to define 2–3 clear objectives in the Mentorship Agreement.
- Focus on what these objectives mean for you in your current role, how they connect to the skills you want to strengthen, and why they matter for your career path.
- Be specific about what success looks like and how you'll measure progress.

5. Closing & next steps (5 minutes)

Summarize what was discussed and confirm agreements in writing.

- Confirm your key takeaways and immediate action items.
- Schedule the next session together, if you haven't already.

Internal Mentoring Session Blueprint

Ongoing sessions

Each regular session should help you connect back to your agreed objectives while exploring new challenges and opportunities. Come prepared with a topic or question you'd like to focus on.

1. Opening and check-in (10 minutes)

- Begin with a recap of progress since the last session.
- Present the topic or challenge you want to focus on today.
- Share updates on previous action items.

2. Framing today's objective (10 minutes)

- Align on a concrete goal for this session by linking today's topic to the skill objectives identified in the first meeting.
- Ask yourself: *Which skill from my objectives do I want to strengthen today?*

3. Exploration and discussion (40 min)

- Work with your mentor to unpack the topic from different perspectives.
- Ask questions, share your thinking, and test new approaches.
- Be open to feedback and examples from your mentor's experience.
- **Collaborate to create an actionable next step you can apply between sessions.**

4. Closing & next steps

- Summarize your key takeaway.
- Commit to one or two specific actions before the next session.
- Reflect: *How will these actions move me closer to my overall goals?*