

Internal Mentoring Session Blueprint

Intro meeting

The first session sets the tone for the entire mentoring relationship. Since you and your mentee are just beginning, focus on creating trust, building rapport, and clarifying shared expectations. Your role as a mentor is to understand your mentee's background, strengths, and aspirations while helping them articulate clear goals for the program.

Below is a recommended structure you can follow, with tips for making the conversation impactful.

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.

Treat these sessions with the same attention you'd give a key customer or manager.

2. Deep dive with your mentee (25 minutes)

Invite your mentee to share about their background, career path, interests, and aspirations.

Use open questions to spark dialogue:

- *What do you find most meaningful in your work?*
- *What are you most proud of so far?*
- *Who do you look up to and why?*
- *What would you change in your work environment if you could?*
- *Where do you feel you need to grow to succeed in your current and future roles?*

Share selectively about yourself to model openness and create a safe environment. Vulnerability helps build trust.

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3. Looking ahead (10 minutes)

- Explore short and long-term aspirations.
- Ask where your mentee hopes to be in one year, and what long-term goals matter most to them.

4. Defining skill-based goals (10 minutes)

Work with your mentee to draft key objectives in the Mentoring Agreement. These should connect directly to the skills identified in the program taxonomy. Keeping objectives anchored in the taxonomy ensures that each session builds toward meaningful, skill-based growth.

Collaboratively draft the objectives, making them concrete and actionable.

Encourage the mentee to link goals to specific skills or behaviors through guiding questions like:

- *Which skill do you want to strengthen first?*
- *What short-term focus could make the biggest impact right now?*
- *What would success look like by the end of this program?*

5. Closing the session (5 minutes)

Summarize what was discussed and confirm agreements in writing.

Ask the mentee to articulate their takeaways and next steps:

- *What did you learn today?*
- *What action will you commit to before the next session?*

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Ongoing sessions

After the first session, you and your mentee will already have aligned on key objectives based on the program taxonomy. Each session should build on that foundation, focusing on topics the mentee prepares in advance. Your role as a mentor is to help the mentee explore these topics from different angles, connect them to skill objectives, and identify practical ways forward.

1. Opening and check-in (10 minutes)

- Begin with a recap of progress since the last session.
- Invite the mentee to share updates and surface new questions.
- Use prompts such as:
 - *What's changed for you since our last session?*
 - *How did you apply the action items we agreed on?*
 - *What topic or challenge feels most important to cover today?*

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.
- Guide your mentee with questions like:
 - *What specific skill from your objectives do you want to focus on today?*
 - *How will progress on today's topic help you move closer to your overall goals?*

3. Exploration and learning (40 min)

- Dedicate most of the time to discussing the chosen topic.
- Use open-ended questions and active listening to deepen insight.
- Encourage the mentee to reflect, generate ideas, and test new approaches.
- Share perspectives, frameworks, and personal experiences to guide them.
- **Work together to define an actionable next step or experiment to try before the next session.**

Tip for mentors

Think of each session as part of a journey. Progress happens when the mentee can link discussions back to their goals, practice new approaches between sessions, and return with reflections. Your role is to provide a structure that keeps momentum while encouraging ownership.

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Final session

The final session is an opportunity to reflect on the mentoring journey, celebrate progress, and create a roadmap for continued growth. As a mentor, your role is to guide your mentee in recognizing their achievements, clarifying future goals, and preparing for long-term success beyond the program.

1. Reflecting on progress (10 minutes)

Help your mentee look back on their experience and recognize achievements.

Use reflection questions such as:

- *What progress have you made toward your objectives?*
- *What new skills or perspectives have you gained?*
- *How do you see yourself differently now compared to when you started?*

2. Looking ahead (15 minutes)

Help your mentee translate reflection into future direction. Ask questions like:

- *Where do you want to be 6–12 months from now?*
- *Which skills will be most critical for getting there?*
- *Who can support you on this path (e.g., your manager, peers, mentors)?*

3. Creating a high-level roadmap (20 min)

Work with your mentee to outline a plan broken into quarters. Use the following prompts to guide planning:

- *What will you aim to achieve each quarter?*
- *What specific actions will help you get there?*
- *How will you measure success (KPI/OKR)?*

Tip: Encourage your mentee to connect these goals back to the skill taxonomy they've been working on, so progress continues to be skill-based and measurable.

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4. Anticipating and addressing obstacles (10 minutes)

Prepare your mentee to manage challenges that may arise. Guide them with prompts such as:

- *What obstacles might stand in your way?*
- *How can you prepare to overcome these challenges?*
- *Who can you reach out to for support?*

5. Closing (5 minutes)

- Summarize the journey and confirm key takeaways.
- Highlight key growth moments you observed in your mentee.
- Encourage them to celebrate progress and continue using the skills and approaches gained.

Tip for mentors

Ending well matters. The closing session should leave your mentee with a sense of confidence, clarity, and momentum. By helping them reflect, plan, and anticipate challenges, and by ensuring they leave with clear goals and next steps, you provide a roadmap for continued growth long after the mentorship ends.