

Suggested activity guide - MentorLink

This guide is designed to help mentors and mentees build a meaningful, goal-oriented relationship. It provides a framework for reflection, planning, and action across multiple sessions.

Suggested meeting structure

Review of previous meeting

- Review action items from previous meeting.
- Discuss progress, barriers and new insights gained.
- Celebrate achievements and lessons learned.
- Identify any shifts in priorities or motivation since the last conversation.

Current Meeting: Select a thematic focus for discussion. Refer to the section ‘Thematic focus for discussion’ for some suggestions or come up with your own.

- Define goal: What is the objective? How does this relate to the final goal?
- Define the situation: What are the facts? Context? Who is involved?
- Define options: What can you do? What are alternatives?
- Create action plans: What actions will you take? How will you overcome obstacles? When will you do this?

Meeting debrief

- What was helpful? Why or how?
- Is there anything that should be done differently?
- What did you learn? What worked well?
- Revisit goals, expectations, ground rules and communication guidelines from partnership agreement.
- Update mentoring partnership if necessary.

Planning the next meeting

- Agree on specific action items for follow-up.
- Define what success looks like before the next conversation.
- Alternatively, select a thematic focus (e.g., leadership presence, networking strategy, negotiation, or managing ambiguity).

On your own

- Reflect on each meeting and note insights or emotions that stood out.
- Journal ideas, revelations, reflections and insights between meetings.
- Network or experiment with ideas (e.g., conduct informational interviews, seek stretch assignments, or lead a team initiative).
- Track progress over time to visualise development.