



5 Mentoring Session Agenda Templates

Introduction

A discussion agenda is a tool to help both parties in a mentorship relationship prepare for their conversations. Agendas also add useful structure to a relationship and ensure mentors and mentees can make the most of their time together.

Best of all, an agenda doesn't have to be long or complicated to be effective. The main goal is to jot down your ideas ahead of time so that you can include specific points of discussion and stay on track throughout your sessions.

We've built 5 mentoring session agendas to help you get started. Within each agenda, you'll find 10 useful questions as a launching point for both parties to have insightful and revealing conversations that lead to growth.

These 5 mentoring session agendas are on the following topics:

1. Personal development
2. Professional development
3. Collaboration and teamwork
4. Culture
5. Health and balance

Mentoring Session Agenda: Personal Development

Generated by Together Platform

Personal development, also called people development, is a necessary part of mentoring to equip employees with the skills, knowledge, and attitudes they need to reach business goals.

In this mentoring session agenda, you'll discover how to dig deep into a mentee's personal development, including areas for growth like:

- What are their personal goals?
- What's holding them back from their personal goals?
- How can these sessions help them realize their potential?

Discussion Questions

1. Would you rather work on a team or individually if given the choice?
2. Do you prefer to work more independently or collaboratively in a team setting?
3. In a department meeting, do you like to discuss your ideas as a group or formulate your thoughts before sharing?
4. What motivates you to collaborate with others?
5. Do you like to manage projects or be an individual contributor?
6. What's your preferred communication style? (For example, frequent 1-on-1s or asynchronously)
7. What types of projects energize you the most?
8. What do you find most challenging about working collaboratively?
9. What do you think is more important, soft or hard skills?
10. Are there any cross-training opportunities you'd like to pursue with a different department?



Mentoring Session Agenda: Professional Development

Generated by Together Platform

Professional, or career, development, puts a spotlight on your employee's work life. It is an on-the-job opportunity to match employees' abilities, needs, and career goals to current and future opportunities within an organization.

In this mentoring session agenda, you'll be able to dig deep into a mentee's career outlook, including:

- What are their career goals?
- What's holding them back from their career goals?
- How can mentoring sessions help them grow?

Discussion Questions

1. What goals do you have for your career progression?
2. What does professional growth look like to you?
3. What's a professional milestone you're most proud of?
4. If you could return to the start of your career, would you pursue a different path?
5. Have you had mentors or coaches support your professional growth in the past? What impact did they have?
6. What are your strengths in your current role? How would you like to use them in the future?
7. What's a go-to resource you use to learn a new skill?
8. What skills do you want to develop throughout our mentoring sessions?
9. What's the biggest challenge holding you back in your professional development?
10. What are your 1, 3, and 5 year career ambitions?



Mentoring Session Agenda: Collaboration and Teamwork

Generated by Together Platform

Meaningful collaboration is the key to unlocking a high-functioning workplace. It fosters innovation, improves productivity, and cultivates a sense of unity and camaraderie.

In this mentoring session agenda, you'll uncover how a mentee operates in a team setting, plus how they do their best work in a collaborative environment.

Discussion Questions

1. Would you rather work on a team or individually if given the choice?
2. Do you prefer to work more independently or collaboratively in a team setting?
3. In a department meeting, do you like to discuss your ideas as a group or formulate your thoughts before sharing?
4. What motivates you to collaborate with others?
5. Do you like to manage projects or be an individual contributor?
6. What's your preferred communication style? (For example, frequent 1-on-1s or asynchronously)
7. What types of projects energize you the most?
8. What do you find most challenging about working collaboratively?
9. What do you think is more important, soft or hard skills?
10. Are there any cross-training opportunities you'd like to pursue with a different department?



Mentoring Session Agenda: Company Culture

Generated by Together Platform

Company culture is make-or-break for most organizations. It speaks to your long-term success if you can retain employees, support their career growth, and keep them satisfied over time.

As a mentor approaching workplace culture mentoring, you must do your due diligence to emphasize the sessions are a safe space so that mentees are comfortable speaking truthfully without fear of retaliation for saying something negative about the company.

In this mentoring session agenda, you'll learn how to dig deep into how a mentee engages with their company culture.

Discussion Questions

1. What kind of company culture would you want to work in?
2. How does your ideal company culture compare with your actual company culture?
3. Do you feel a sense of belonging within your company's culture? Do you think other employees feel similarly?
4. How are decisions made at your company?
5. How have you seen feedback shared and received on your team?
6. How does the organization view failure?
7. How does the company celebrate success?
8. What kinds of relationships do employees have with one another at your company?
9. Does your company's culture fall short of supporting you in any way?
10. What do you feel needs to change about your company?



Mentoring Session Agenda: Health and Balance

Generated by Together Platform

Employees need work/life balance to avoid burnout, improve productivity, and improve overall mental health.

In this mentoring session agenda, you can use questions to determine:

- If your mentee is at risk for burnout.
- Any resources your mentee needs to succeed in their role.
- How you can better support your mentee.

Discussion Questions

1. How do you feel about your work/life balance?
2. Have there been moments in your career that felt more balanced? What factors contributed to that time?
3. In what ways does your company encourage and support work/life balance? How so?
4. What can your company do to improve your work/life balance?
5. What times of the day do you have the most energy? The least?
6. How's your stress level lately? What causes the most stress at work?
7. How do you diffuse the burdens of work after you leave?
8. Have you experienced burnout? How did you deal with it?
9. What habits or routines do you have to support your mental and physical health?
10. Do you find talking about your psychological or physical well-being at work easy?



Additional Resources

We hope this resource helped you learn how to set fruitful agendas for your mentoring sessions. Bookmark this resource to keep the questions handy, and while you're here, we have more resources below to help you in your mentoring journey:



[Mentoring activities: 17 examples to try in your next meeting](#)



[Mentoring checklist: Tips for making the most of each session](#)



[Mentoring topics: Agendas that encourage meaningful discussion](#)



[What Makes an Effective Mentoring Program? Key Features and Best Practices](#)



[10+ Examples of successful mentoring programs](#)



[Mentorship program ideas: 20+ activities and pairing formats](#)

