

One-on-One Mentoring Meeting

Biweekly (min. monthly) mentor↔mentee. Mentee drives the agenda; both prepare.

Mentee: __ **Mentor:** __ **Date:** __

Check-in (how are you, really?)

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Progress since last time

- Wins:
- Stuck points / obstacles (surface early — no surprises):

Development (tie to IDP)

- Skill I'm building:
- Support I need:
- Sponsorship/opportunity to pursue:

Feedback (both directions)

- Feedback for mentee:
- Feedback for mentor / group:

Action items

Action	Owner	Due

Wellbeing / workload check

- Current load (too light / right / too heavy):
- Anything affecting work I want you to know: