

## **DISCUSSION GUIDE**

### **Review Previous Meeting**

- Review action items for previous meeting.
- What progress was made on those items?
- What insight or learning was gained in the process?

### **Current Meeting**

- 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.

### **Next Meeting**

- Determine action items for next meeting.

### **On Your Own**

- Reflect on each meeting.
- Journal ideas, revelations, reflections, and insights between meetings.