

MENTOR CONVERSATION FORM

Prior to an in-person or virtual mentoring discussion, email this form to your mentor(s) / team as a way of ensuring the best use of time.

Used each time, this form will help you both prepare for a “development focused” conversation.

From: _____

Date: _____

Planned Conversation / Meeting Date: _____

1. Since our last meeting / conversation, I have accomplished the following development action steps (from my LEAD Journey Roadmap).
2. The most valuable tool / idea you shared with me during our last conversation was:
3. What I intended to complete, but haven't finished is:
4. I feel the following roadblocks and issues are hindering my progress:
5. I need help in the following area: