



MentorSphere.Africa

Mentorship Session Framework

Guiding Productive Mentorship Sessions

This document provides structured templates to help mentors and mentees navigate their mentorship journey effectively. Each session should have a clear purpose, actionable discussions, and measurable outcomes.

1. First Meeting: Establishing the Foundation

Objective: Get to know your mentee, establish goals, and set expectations.

Session Outline:

- 📌 Introductions: Share backgrounds, experiences, and interests.
- 📌 Goal Setting: Discuss short-term and long-term objectives using the *Goal-Setting Worksheet*.
- 📌 Expectations: Define communication preferences, frequency of meetings, and areas of focus.
- 📌 Commitment Agreement: Set clear accountability for both mentor and mentee.
- 📌 Next Steps: Plan for the next session and assign any preliminary tasks.

2. Regular Mentorship Sessions: Growth & Development

Objective: Track progress, discuss challenges, and provide feedback.

Session Outline:

- 📌 Check-In: Review action points from the previous session.
- 📌 Key Discussion Points: Use *Conversation Starters & Prompts* to drive meaningful dialogue.
- 📌 Skill Development: Share insights, experiences, and best practices.
- 📌 Problem-Solving: Address any challenges and strategize solutions.
- 📌 Action Plan: Define actionable steps for the mentee to work on before the next session.



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3. Midway Review Session: Evaluating Progress

Objective: Reflect on achievements and refine goals.

Session Outline:

- 📌 Progress Check: Evaluate completed goals and discuss any shifts in priorities.
- 📌 Feedback Exchange: Both mentor and mentee provide feedback using the *Feedback & Reflection Form*.
- 📌 Adjusting Strategies: Modify learning approaches or mentorship strategies if necessary.
- 📌 Encouragement & Motivation: Reinforce strengths and celebrate progress.
- 📌 Next Steps: Outline action plans for the next phase of mentorship.

4. Final Session: Reflection & Future Planning

Objective: Wrap up mentorship, highlight achievements, and explore next steps.

Session Outline:

- 📌 Recap of the Journey: Reflect on key learnings and successes.
- 📌 Feedback & Takeaways: Use the *Feedback & Reflection Form* to document key insights.
- 📌 Future Growth: Discuss career or personal development paths beyond the mentorship.
- 📌 Networking & Continued Support: Encourage staying connected and seeking additional resources.
- 📌 Closing Acknowledgment: Express gratitude and reinforce the value of mentorship.



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Additional Notes for Mentors

- ◆ Be adaptable—each mentee is unique, and sessions may need to evolve.
- ◆ Keep discussions mentee-focused—encourage active participation.
- ◆ Foster a growth mindset—help mentees explore opportunities beyond their comfort zones.
- ◆ Leverage *The Launchpad* for tools, worksheets, and additional resources.

 ***Empower your mentee, and help them take off toward success!***