

Planning Mentoring Meetings for Mentors and Mentees

Key Component	Mentor	Mentee
Where A preferred place for the meeting (classroom, school library, school playground...etc)		
When A preferred time for meeting (morning before class, free time, after class, ...etc)		
Preferred Duration of Meeting How long do you prefer the meeting to be		
Frequency of Meetings How many times per week would like to meet		
How Face to Face meeting / Virtual Meeting / Pairs, group...etc		
Techniques on collaboration Academic Collaboration Social collaboration		
Expectations What will be expected from me?		
Strengths and Assets What are my points of strengths and my assets		
Interests What are my interests		

