*About this guide:* *Mentors will fill out this roadmap document prior to each mentor/mentee meeting. This will serve as both a guide for discussion and activities, as well as a place to track progress/challenges towards goals, milestones, and tasks. Before meeting, the mentor should update the first table and the Goals and Meeting Focus section. The rest of the guide can be filled in together with the Mentee during the meeting. Be sure to send out a copy to the mentee after each meeting so he or she can also use it to monitor progress.*

**Mentor:**
**Mentee:**
**Date:**
**Session #:**
**Time Spent:**

## Goals and Meeting Focus

*The main mentorship goal should have been established during the Ultimate Goal planning session between the mentee, mentor, and manager. The final goal should be reflected and tracked in the mentee's development plan in MyCareer. Use the table below to focus today's meeting to specific sub-goals, milestones, and tasks.*

| Mentorship Goal(s) | Sub-goals/Milestones | Timeframe | Outcomes |
|---|---|---|---|
| | | | |

**Last meeting's focus:** *(recap what was discussed at the previous meeting)*

**Today's focus:**

**Next meeting's focus:** *(provide some framework for what will be covered in the next meeting)*

## Accomplishments

1. What have you accomplished so far? To which milestone or goal do these accomplishments contribute?

2. How are you feeling about your progress so far? How does the pace feel?

3. Have you noticed any specific successes in your day-to-day that you can attribute to your work on your goals?

## Action Items

***Note to Mentor***: *The list below can be a growing list – add to and check off items as needed at each meeting. At each meeting, walk through the list of action items that are coming up due or past due, and facilitate discussion on next steps.*

1. How are we doing with the action items we've set so far?

2. *Let's chat about what we can do to help you reach your next milestone? (Add new action items discussed to list below. Highlight any due for next session and send to mentee in post-session notes.)*

| Action Items | Completed | Owner | Date Due | Date Completed |
|---|---|---|---|---|
| Ex) Set up walk through of LXD procedure guide with LXD or Design Manager | ☒ | | 6/15 | 6/13 |
| | ☐ | | | |
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| | ☐ | | | |

## Challenges

1. What challenges/roadblocks are you experiencing?

2. How can we mitigate those challenges? Do we need to get support from another resource (e.g., manager approval for system access)?

Mentor Session Road Map

| Challenge/Roadblock | Possible Resolutions | Owner |
|---|---|---|