

Mentoring Mid-Cycle Check-In

Mentor Name: _____

Mentee Name: _____

Start with the End in Mind

- Is progress towards goals where we thought it would be at this point?
- Has anything significant come up that would prevent completion of the goals set?
- If everything is going well: Is there a way to incorporate additional wins without compromising our original goal?

Tweaks & Adjustments

- Based on the progress being made towards the goals, should we be meeting more or less often?
- Does our method of meeting (in person, by phone, etc.) work, or do we need to change to something else?
- Looking ahead, are we able to continue with the time commitments we've made or changed?
- Are we communicating well about meetings/ cancellations/expectations/ground rules?

Moving Forward

- How are we communicating with each other - is there anything we can do better in this area?
- Is there an area of development that we could be doing better to help reach goals? (i.e. initiative, follow-up, emotional IQ, etc.)
- Are there any questions we should be asking but we haven't?