## Final meeting agenda items

Review your progress

Refer back to the objectives you set and negotiated with your mentor.

* Review the objectives you have achieved.
* Review the extent to which you now feel confident/aware/experienced in these areas.

Discuss follow-on actions

What objectives from your list are still to be addressed? This last meeting could be an opportunity to fill in the gaps and identify the steps you may need to take to continue achieving your goals on any outstanding issues.

You might want to identify:

* what you can do now to meet these objectives
* who else you may need to speak to

Review your professional conduct

As a graduate within the workplace, you may be responsible for addressing your own personal and professional development needs. The mentoring scheme has been designed with this in mind. Hopefully you’ll have taken the lead in identifying your personal objectives, arranging meetings, setting agendas, negotiating goals and targets for meetings, and following through on your own actions.

You may want to use your last meeting to review how you have worked together. For example, you could review:

* the extent to which you took responsibility for managing the partnership
* how you would rate yourself in terms of your professional conduct
* how you could continue to improve and develop your professionalism

Celebrate!

There will be a Mentoring Scheme celebration/evaluation event that we hope you and your mentor can attend. Have you:

* both got the date in your diaries?
* sent your RSVP to register your attendance at the event?

Say thank you and draw things to a close

Think about how you want to handle the end of your mentoring partnership. Do you want to:

* thank your mentor? Even if you haven’t achieved all of your goals, show your appreciation for the time and help your mentor has volunteered.
* asked if they would act as a reference?

If your mentor offers to keep in touch with you on an informal basis after the scheme, don’t forget to exchange contact details or make a connection on LinkedIn.

Date and time:

Place:

Action points from last meeting – achieved?

Aims and objectives for this meeting

Key points discussed

Action points, further referrals and closing comments