



Local Union Mentoring Meeting Template

This meeting plan will help you structure your meetings, document activity between meetings, guide discussion about progress toward meeting specific tasks and broader goals, and establish a work plan for moving forward. Complete this meeting template jointly at each meeting.

Date:	
Mentor:	Mentee:

1. Agenda

Note topics you want to discuss, list items identified for future discussion from your last meeting plan and any new items for discussion.

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2. Work update

Review the meeting plan agreed to in your last meeting and list progress toward completing tasks. Identify tasks that were completed and those that might have presented a challenge. Discuss and note recommendations for completing unfinished tasks.

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3. Upcoming work

Describe upcoming tasks – those identified as incomplete above and any new tasks. List any supports or resources necessary to achieve these tasks. Identify ways to obtain required resources and, if applicable, who will provide the supports needed to complete tasks.

4. Goals progress

Use this table to track your progress toward meeting work goals determined in previous meetings.

Goals	Actions (What will you do, who will help, and resources required)	Status: Not Started (NS), Ongoing (O), or Completed (C)

5. Items for next meeting

List discussion points and action items you want to discuss at the next meeting.

Next meeting date: