**Monthly Business Mentoring Session Agenda for Mentors (Optional)**

How you decide to structure mentoring meetings is ultimately up to you and your social enterprise. This optional agenda merely provides a **suggested structure** for your meetings. It uses your mentee’s One Page Strategic Plan (OPSP) as the primary basis for discussion. We suggest reviewing this agenda with your mentee at the beginning of your relationship. Decide together whether you will a) use it as-is b) adjust it to meet your needs, or c) take a more casual approach to your meetings with no predefined agenda.

**Meeting Duration:** Approximately 1-2 hours

1. **Welcome and Check-In (10 minutes)**
	* Begin by checking on your mentee's overall well-being and allow time for any personal updates they'd like to share.
2. **Focus the Session**
	* Ask your mentee *“what’s the key thing you want to focus on today?”*
	* Discuss what they’ve identified and brainstorm possible solutions or strategies.
3. **OPSP Review and Progress Assessment (30 minutes)**

*First session +/-*

* Review the One-Page Strategic Plan (OPSP) created with Rod to ensure both you and your mentee have a clear understanding of the strategic plan.

*Ongoing*

* Evaluate whether any adjustments or modifications to the OPSP are needed based on evolving circumstances.
* Discuss progress made against the quarterly actions since the last meeting.
1. **Current Challenges and Opportunities (15 minutes)**
	* Encourage your mentee to share any current business challenges or opportunities not already raised. It can help to pose the question “*what has been keeping you up at night this month?*”
	* Collaboratively brainstorm possible solutions or strategies.
2. **Goal Setting and Action Planning (15 minutes)**
	* Assist your mentee in prioritising tasks for the upcoming month based on a) their OPSP quarter actions *and* b) identified challenges/opportunities.
	* Co-create an action plan with clear steps and deadlines.
3. **Skill Building and Learning (10 minutes):**
	* Allocate time for discussing any relevant skills, knowledge, or resources that your mentee may need to acquire.
	* Recommend books, courses, or resources that can aid in their development.
4. **Mentorship Feedback and Open Q&A (5 minutes):**
	* Provide feedback on the mentorship process and raise any questions or concerns for discussion.
5. **Next Meeting Schedule and Closing (5 minutes):**
	* Agree on the date and time for the next mentoring session.
	* Clarify each party's responsibilities and commitments for the coming month.

**Note for mentors:** Please remember to submit your online [Mentor Meeting Report](https://docs.google.com/forms/d/1WpvnI4fpDVBCgR8YU3CAx6jJFH_Jrd1FVPZDrk8UYwk/edit) via Google Forms to help keep us in the loop with your social enterprise's progress and needs.

Remember, All Good Ventures is here to support both mentors and mentees whenever you need assistance. Please reach out to us at info@allgood.ventures with any questions or concerns.