**SUBJECT:** Mentee Development Discussion – [Day of Week] @ [Time] CT

**MESSAGE:** 

**Mentee Development Discussion Outline:**

Good morning, Mentees 😊

I am excited for us to connect tomorrow morning. At this time, you should have received a calendar invite for [DATE’s] development discussion and all your supervisors/managers are aware of your time away with the Mentorship Program.

As promised, I am following up an outline of our agenda so you all are aware of how we will spend our time together.

1. **Ice breaker:** We will begin with a reflective question on our experience with the mentorship program.
2. **StrengthsFinder:** We will highlight the benefits of the Clifton StrengthsFinder assessment and emphasize the importance of leveraging strengths to achieve success.
3. **Skills Self-Assessment:** We will explore the purpose and benefit of the skills self-assessment we revisit the skills we want to develop through the mentorship program. We will reflect on where we are with each of those skills and emphasize the important of pairing this with the Clifton StrengthsFinder assessment for a holistic development approach.
4. **Individual Development Plan (IDP):** We will spend some time setting AIM SMART goals and actually writing out our IDPs.
5. **Wrap Up**

If you haven’t completed any of the following: StrengthsFinder, Skills Self-Assessment, IDP, that is OK. Tomorrow will provide you an opportunity to get started on this while engaging in discussion with other cohort participants.

I have also attached both program updates for [MONTH 1] and [MONTH 2], which contain all three resources that we will explore togethers😊

See you all there!

Warm regards,

[Your Email Signature]