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

**MESSAGE:** 

**Mentor Development Discussion Outline:**

Good morning Mentors 😊

I am excited for us to connect this [date of week] afternoon. At this time you should have received a calendar invite for our 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 & Pulse Check:** We will begin with a series of reflective question to deeply explore our experience with the mentorship program.
2. **Share Out from Mentee Discussion:** As always, I will share out what I am hearing from our Mentee Discussions to better set your mentoring groups up for success.
3. **StrengthsFinder:** We will highlight the benefits of the Clifton StrengthsFinder assessment and emphasize the importance of leveraging strengths to achieve success. In Org Dev (OD) we call this taking a strengths based approach to development.
4. **Individual Development Plan (IDP):** As much as you all are here to help others develop, in the process you are also developing. So, 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 (recommended), Skills Self-Assessment (optional), IDP (highly recommended), that is OK.

[DATE] will provide you an opportunity to get started on this while engagings in discussion with other mentors.

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

See you all there!

Warm regards,

[Your Email Signature]