**SUBJECT:** Mentorship Program – Group [#]

**MESSAGE:** 

**Introducing… YOUR MENTORING GROUPS!**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Role** | **First Name** | **Last Name** | **Job Title** | **Department** | **Email Address** |
| Mentor |  |  |  |  |  |
| Mentee |  |  |  |  |  |
| Mentee |  |  |  |  |  |

**Next Step: Schedule and have your first group meeting.**

Connect with each other and schedule your first meeting. Plan for at least 60 minutes, yet 90 is ideal.

A sample agenda is included below. Please adjust to your liking.

**Sample Agenda- First Meeting:**

**Introductions and Goal Sharing (10-15 minutes/person)**

* Take time to introduce yourselves and get to know each other.
	+ Use a “beautiful question” from the Mentorship guidebook to go a little deeper with your introductions. Example: “What 3-5 adjectives or phrases do you want people to use to describe you?”
* Mentees can share their development goal that they will be focusing on for this program.
* Mentors can share their background and experiences with their mentees.

**Group agreements (15-20 minutes)**

* Finalize your group agreements you began discussing during the Mentorship Program Kick-Off
* We share a process for co-creating Group Agreements in the program guidebook.

**Gratitude and Wrap-up (5-10 minutes)**

* Share an insight or takeaway with each other that came from the session.
* Confirm when you’re meeting next.

Wishing your mentoring group much success in the months ahead 😊

Warm regards,

[Your Email Signature]