



## Leadership Development Meeting Agenda

- **Building Trust and Empathy**

(5 minutes) *How are you feeling? How was your weekend? How is your family?*

- **Mentoring Responsibility**

(5 minutes) Note: This assumes your Mentee has other people reporting to them. If not move on to the next item.

*How is your team? How is their progress? How is their morale? What have you learned from them? Any significant changes or red flags?*

- **Eliminating Distractions**

(5 minutes)

*What are you focused on? What is your highest priority this week and this month? How are you progressing? What are your biggest obstacles to success? What can I do to improve your chances of success?*

- **Recalibrating Open loops**

(5 minutes)

*Any open items from last week?*

- **Prioritizing and Acting on New Items**

(20 minutes)

*What new items you would like to discuss?*

*Here are a few things I would like to review with you:*

- **Providing Praise and Support**

(5 minutes)

Name at least one specific positive thing that the person did that you either observed or heard about from others, and express your appreciation for their hard work!

- **Modeling Leadership**

(5 minutes)

(aka: “asking for feedback”)

Name at least one specific goal you have been working on, and ask how your efforts are being received. Focus on specific, observable behaviors.

- **Clarifying Agreements**

(5 minutes)

Review and clarify all agreements from the meeting. Make sure you have clearly described the successful outcomes for any delegated item or commitment you have made, including tangible descriptors.



- **Concluding the Session**

(5 minutes)

1. Thank your Mentee again for their efforts, their feedback, and for taking the time to meet with you.
2. Confirm the date/time for next week's Leadership Meeting.
3. Ask this question: *What did we not cover today that you wish we had discussed?*