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**Ontario Chiropractic Association**

**Mentorship Program**

**Initial Meeting Agenda Template**

*Instructions: Mentees/Mentors can use this template as a guideline to setup their initial meeting. The meeting agenda will be kept on file by the Mentor/Mentee.*

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| --- | --- |
| **Date:** | **Time:** |
| **Mentor name:** | **Mentor phone number:** |
| **Mentee name:** | **Mentee phone number:** |
| **Method of contact:  Video Chat  Phone  Face to Face** | |
|  | |

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| **Discussion topics** | **Status (Ongoing/ Completed/ Action)** |
| 1. *Get to know each other!* |  |
| 1. *Discuss goals* |  |
| 1. *Choose two items to speak about from the recommended* [*Discussion Topics*](https://chiropractic.on.ca/discussion-topics) *section of the website* |  |
| 1. *Complete the* [*Mentor-Mentee Relationship Agreement*](https://chiropractic.on.ca/relationship-agreement-form) *form and return to the OCA* |  |
| 1. *Confirm task to be completed for next meeting (if any). Agree on what will be discussed in next meeting* |  |
| 1. *Confirm next meeting date and time* |  |

**NOTES:**