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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** |
|  |

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