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| **Summary check-in**  |
| 1. Goal the mentee wants to achieve with the mentoring
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| 2a. Specific area’s to work onSub-goal I:Sub-goal II:Sub-goal III:  | 2b. How to achieve these goalsAction I:Action II:Action III:  |
| 3. How often will we meet? | 4. Where will we meet? |
| 5. Confidentiality – things we will keep confidential |
| 6. This is important for us, in how we relate and work together |
| 7. Termination – if we cannot work together, we agree that we will not find fault in each other |
| 8. Other important things to share/remember? |
| 9. Evaluation of the meeting and possible adaptations |