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| **Summary check-in** | |
| 1. Goal the mentee wants to achieve with the mentoring | |
| 2a. Specific area’s to work on  Sub-goal I:  Sub-goal II:  Sub-goal III: | 2b. How to achieve these goals  Action 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 | |