



Tool 8

Agenda Setting Worksheet

It is important to begin each mentor-coaching conversation by becoming clear together about what the mentee wants to focus on in the particular conversation. You can use this worksheet to define the focus of the present conversation in the moment and link it to what really matters for the mentee in looking up close at this particular agenda today. It can also help the mentee to articulate where they want to be by the end of the conversation, in service of their own learning and growth.

The STOP/Red Zone

Agenda: Focus, Importance, Destination

Focus: Identifying the agenda

Possible questions:

- What would you like to focus on today?

- Say more about the broader meaning of this agenda.

Importance: Linking to what really matters

Possible questions:

- What is critical right now about considering this?

- What matters to you in all of this today?



Destination: Articulating possible outcome

Possible questions:

- Where would you like to be by the end of this conversation?

- What are you hoping to accomplish by looking up close at this today?

If necessary, establish a clear statement of the clarified agenda for the conversation before moving on to the next phase, Awareness.

- In your own words, how shall we capture your agenda to be clear together, as we move forward in the conversation?