

MENTEE-GUIDED AGENDA INSTRUCTIONS

SOFT SKILLS ARE IN DEMAND BY EMPLOYERS. WHAT ARE THEY? SOFT SKILLS ARE TRANSFERABLE SKILLS THAT ARE APPLICABLE TO ALL PROFESSIONS. EXAMPLES INCLUDE COMMUNICATION, CRITICAL THINKING, INTERVIEWING, MULTITASKING, ORGANIZATION, PUBLIC SPEAKING, STUDY SKILLS, AND TIME MANAGEMENT. LIST SOFT SKILLS (ACADEMIC & PROFESSIONAL) YOU WOULD LIKE TO STRENGTHEN AND DISCUSS WAYS TO IMPROVE THESE WITH YOUR MENTOR.

LIST ANY **UPDATES** ON YOUR ACADEMIC AND PROFESSIONAL PROGRESS THAT HAVE COME UP SINCE YOUR LAST MEETING.

LIST **QUESTIONS** ABOUT YOUR ACADEMIC/PERSONAL/PROFESSIONAL LIFE THAT HAVE COME UP SINCE YOUR LAST MEETING. ANY ISSUES THAT YOU WOULD LIKE ADVICE OR INPUT FROM YOUR MENTOR CAN BE LISTED HERE.

MENTEE-GUIDED AGENDA

NAME:

DATE:

ACADEMIC & PROFESSIONAL SKILLS TO WORK ON

- _____
- _____
- _____

PROGRESS UPDATES SINCE YOUR LAST MEETING

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QUESTIONS TO ASK YOUR MENTOR

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