Weekly Mentor & Intern Check-in Guide

Mentor:__________________________  Intern:________________________

Company:______________________  Coach:________________________

Intern’s Goal for this Consultancy:

Key Skills for this Consultancy:

Schedule for Weekly Check-ins (list dates and times below):

Standard Weekly Check-in Agenda:
  1.  Ice Breaker/Opener
  2.  Reflections on the Week
  3.  Feedback (Supervisors should assess the interns work and prepare feedback in advance, then utilize the Feedback Framework to engage in a feedback conversation)
  4.  Goal & Skill Development Check In
  5.  Preparing for Next Week
  6.  Clarifying Questions & Confirm Next Steps

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1 Interns will create SMART goals for their internship during training
2 If you are using a Playbook, these can come directly from the first page of the playbook
3 See Toolkit Appendix I for Feedback Framework
<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>To Discuss</th>
<th>Follow Up / Notes</th>
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<tbody>
<tr>
<td>Ice Breaker/ Opener (2-5 mins)</td>
<td>How the interns are feeling/ “get to know you better” activity/conversation</td>
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<td>Reflections on the Week (3-5 mins)</td>
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<td>Feedback (10-15 mins)</td>
<td>Assessment &amp; overall feedback for this week’s key deliverable or task:</td>
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<td>Goal &amp; Skill Development Check In (5-10 mins)</td>
<td>Goal Check In (See intern’s goal on pg. 1)</td>
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<td>Skill Check In (See key skills on pg. 1)</td>
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<tr>
<td>Preparing for Next Week (5-10 mins)</td>
<td>What tasks and deliverables will the intern be responsible for in the coming week? What will success look like?</td>
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<td>Clarifying Questions &amp; Confirm Next Steps (2-5 mins)</td>
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Note: If you’d prefer, you could also provide weekly “glows” (What is the intern doing well in this work period and what advice will I have for maintaining this success?) and “grows” (What is the intern not doing well in this work period and how will I constructively guide a different approach?)
Example Prompts for Reflections on the week and/or Goal & Skill Development Check-in:

- What’s one thing you think you did well this week?
- How did you know you did well?
- What skill(s) did it require you to use?
- Did you recognize at the time that you were using the skill(s)?
- How can this/these skill(s) be used to help improve other areas where you struggle?
- What were the goals you laid out for this internship? Why did you choose those goals?
- Are you meeting your internship goals?
- Did you meet them more effectively this week than last week?
- How will you meet them more effectively next week? What’s one specific thing you could do to ensure that?
- Have your goals changed at all?
- By the end of the internship, what would you like to say you accomplished?
- How will meeting these goals/achieving these accomplishments help you in the future?