



# Pointers for a Successful Planning Session

- Have a simple agenda. Start and end on time.
- In addition to your regular team members, you might want to include a few key people who could be helpful to your planning process. This may include your administration, people from after-school programs, etc. It's up to you. You know best who should be at the table.
- Have the *Guiding Questions: Things to Consider when Starting a Mentoring Program* document for everyone to see. Either projected on a screen or have individual copies. This keeps everyone engaged and focused.
- Have someone take notes. The planning session is more than completing a document, all about the discussion as well.
- Snacks are always a hit. Hungry people don't think as well or stay at meetings as long!
- Capture everything in your notes. No idea is a dump idea. What might be too much for now, could be perfect for next year. Save it.
- Keep generating ideas today, don't go down a rabbit hole by talking about why something won't work – you will get stuck.
- Link your mentoring program goals and purpose to what your school is already invested in: the school strategic plan, vision, mission statement, and/or school improvement plans.
- It's OK to start with one idea, keep it manageable.

**Have fun and enjoy being together!**