



## Monthly Topics & Conversation Guide

### Worksheet

Use this worksheet as a guide to spark meaningful conversations and reflection throughout the mentorship year. Each month includes a topic and suggested conversation starters to use during meetings.

### Fall semester

Month	Topics	Suggested Conversation
September	Kick-Off & Introductions	<i>Share backgrounds, goals for the year, communication preferences, and connect on LinkedIn. Talk about career aspirations, strengths, and areas for growth.</i>
October	Open House: Schedule & Programming	<i>Discuss your program schedule—what makes your event unique, and what aspects would you like to add or improve?</i>
November	Fall Visit Days: Special Events	<i>Explain your event structure. Why do these events work well for your institution? Why do you think they are successful?</i>
December	Semester Reflection	<i>Examine what worked and what didn't over the semester. Develop strategies to address any challenges you faced.</i>
January	New Year: Goals & Timeline	<i>Review the past semester and develop new goals and a timeline for implementation during the spring semester.</i>



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### Spring semester

Month	Topics	Suggested Conversation
February	Scholarship Events	<i>Share the programming and structure of the event. Why is this scholarship event so important? How does this event make students feel special?</i>
March	Accepted Student Events: Schedule & Programming	<i>Explain the event, structure, and giveaways. How do you successfully yield these admitted students?</i>
April	Switching Gears to the 2026 Incoming class	<i>Develop ways to welcome the class of 2026 through events, recruitment tactics, or strategic communications.</i>
May	Student Workers: Incentives and Retention	<i>Reflect on the past academic year with your student workers. What can be added to the program as incentives, policies, or procedures?</i>

### Additional Topic Ideas

Use these any time throughout the semester or when a month's topic doesn't fit your needs

- Student Workers: Hiring, Training & Recruitment
- Navigating Campus Partners
- Creating Memorable Visitor Experiences
- How to Avoid Burnout
- Professional Self Care
- Slate reports
- Fun and unique swag ideas
- How to make a Visitor Center welcoming
- Orientation: Schedule & Programming
- Building Inclusive Campus Tours
- Hosting Accessible Events