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|  | **Mentoring Meeting Record Template**  ***This sheet is designed to help structure a record which you and your mentee will create at your mentoring meetings.*** ***These notes form an essential part of tracking and monitoring to ensure that all parties are working as agreed and that progression is highlighted.*** |

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| Date: |
| Today’s meeting objectives: |
| Issues raised by mentee: |
| Issues raised by mentor: |
| Action plan and deadlines - including what objectives were set, what was agreed to be done by whom and by what date: |
| Follow-up agreement: |

Next Meeting:

***Time: …………… Date: ………………………... Location: …………………………………***