Advice Skills Academy Mentoring Programme Pilot

**Mentee reflective**

**learning log**

Establishing the mentoring relationship

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| Mentor name: |
| Mentee name: |
| Relevant background information about the mentor |
| What do I hope to achieve from the mentoring assignment? |
| Details of first meeting (time, date, venue etc) |
| Suggested plan for first meeting |
| Agreement on how we will work together |

Reflecting on each meeting ***(copy additional sheets - one per meeting)***

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| Details of meeting (session number, time, date, venue etc) |
| Brief summary of topics discussed |
| Actions agreed |
| Objectives/plan for next meeting |
| What have I learned? |
| What else do I want to learn/develop? |

End of assignment review

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| Have I achieved what I hoped to at the beginning? |
| Are there any unmet learning and development needs and if so how do I plan to meet them? |
| Any other actions or next steps agreed |
| Feedback for my mentor about their mentoring skills |
| What are the key things I have learned/developed as a result of the mentoring |
| How am I going to make use of these new skills  |
| Have I identified any new learning or development needs and if so, how do I plan to meet them? |