Advice Skills Academy Mentoring Programme Pilot

**Mentor reflective**

**learning log**

Establishing the mentoring relationship

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| Mentor name: |
| Mentee name: |
| Relevant background information about the mentee |
| What does the mentee 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 |
| As a mentor, what did I do well? |
| As a mentor, what could I do better? |

End of assignment review

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| Has the mentee achieved what they hoped to at the beginning? |
| If there are any unmet or new learning and development needs, how does the mentee intend to meet them? |
| Any other actions or next steps agreed |
| Feedback from the mentee about my mentoring skills |
| What mentoring skills have I developed/practised |
| What mentoring skills do I need to develop further |
| How and when will I do this |