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**Mentoring Agenda and Meeting Record**

Name:

Date:

Session No:

*Prior to meeting, mentors and mentees can use this form to agree an agenda for their time. You should take notes during the meeting so that a record of the discussion and any action points or follow ups can be shared between the mentor and mentee.*

**Goal for today’s meeting:**

**Agenda** (To be agreed before the meeting):

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| --- |
| **Summary of discussions** (can include a review of mentee’s progress from last session, mentee’s reality/current situation, any feedback given) |
|  |
| **Action points and follow ups** (what are the actions and target dates for completion?) |
|  |
| **Date of next meeting:** |