

Mentoring Session Record

To be completed by the mentor for meetings/contacts held with the mentee.

Mentor Name	
Mentee Name	
Date of Contact	
Duration of Meeting	
What key issues were discussed in the meeting?	
What specific goals or targets have been discussed and set at this meeting?	
What key issues need to be addressed at the next meeting?	
Notable Actions for Mentor/Mentee	
Date and venue of Next Meeting	