Logo, company name

Description automatically generated

**Mentoring meeting record sheet**

This sheet is designed to help structure a record which you and your mentee will create at your mentoring meetings. Please take time to make effective notes on what was planned, discussed and agreed. These notes form an essential part of tracking and monitoring to ensure that all parties are working as agreed and that progression is highlighted.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Time** | |  | | | | | **Mentor** | | |  | |
| **Date** | |  | | | | | **Mentee** | | |  | |
| **Background** | | | | | | | | | | | | |
| **Personal** | | | | | | | | **Professional** | | | | |
|  | | | | | | | |  | | | | |
| **GROW** | | | | | | | | | | | | |
|  | **Questions** | | | | | **Answers** | | | | | | |
| **Goals** |  | | | | |  | | | | | | |
| **Reality** |  | | | | |  | | | | | | |
| **Options** |  | | | | |  | | | | | | |
| **Will** |  | | | | |  | | | | | | |
| Notes | | | | | | | | | | | | |
| **Plan** | | | | | | | | | | | | |
| **Specific** | | | **Measure** | | **Achievable** | | | | **Realistic** | | **Time** | |
| Follow up meeting | | |  | |  | | | |  | |  | |
|  | | |  | |  | | | |  | |  | |
|  | | |  | |  | | | |  | |  | |
|  | | |  | |  | | | |  | |  | |
| **Declaration** | | | | | | | | | | | | |
| I declare that this is an accurate reflection of the mentor meeting. | | | | | | | | | | | | |
| **Mentor signature** | | | |  | | | | | | | | |
| **Mentee signature** | | | |  | | | | | | | | |