TEMPLATE PLANS FOR MENTOR AND MENTEE MEETINGS

Mentor notes

Name of Mentor	
Name of Mentee	
Date of Meeting	
What advice was given, overview of next steps	
Reflections from the meeting	
What worked well for you today?	
What didn't work so well for you today?	
How would you like it to work differently? And what is your action to remedy this	
Any other reflections, such as your learning	
Please complete the MS Teams Feedback - https://forms.office.com/e/1FpQEujTxt	