



MENTORING DIARY NOTE



This diary note can be used to record the meetings held and document actions arising from those meetings. Please complete at the conclusion of the meeting. It is a good way to summarise the meeting and create action points for both the mentor and mentee to work on before the next meeting.

This sheet is confidential to the two persons involved in the mentoring relationship.

Date of meeting	
Topics discussed:	
Reflections/comments:	Mentee:
	Mentor:
Next steps:	Mentee:
	Mentor:
Next meeting:	
Signatures	Signature of Mentor Signature of Mentee