

## INDIVIDUAL SESSION RECORD

**To be used by the mentor to record the session actions,  
 notes and next steps and share with the mentee**

**Mentee:**

**Company name:**

**Date:**

**Date of mentoring session:**

<p>Initial discussion to identify needs (review previous session actions)</p>	
<p>What was the focus of this session and desired outcomes?</p>	
<p>Summary of this meeting, (any tools, questionnaires used - justify why. What options were generated, and options chosen, with agreed actions and level of commitment)</p>	
<p>Reflections on the effectiveness of this session</p> <p>What could you have done better?</p> <p>What went well?</p>	
<p>Personal Development Plan. (What do I need to improve for next session)</p>	