

## 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:**

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