

MENTORING PROGRAM

Mentoring the motivated



MCI MENTORING LOG BOOK | MENTEE

The **MCI Mentoring Log Book** is a tool designed to help you record and recognise the progress you are making throughout the mentoring program. It is a means of capturing what happens in and between mentoring meetings, and it prompts you to reflect on your own development in a structured way. This will assist you in keeping on top of goals, current issues, changes, challenges, learnings, etc.

The Mentoring Log Book is your personal document. You do not have to share it with anyone unless you wish to do so. Use of the Log Book is voluntary but recommended. It will be especially helpful in your review of the entire process when you prepare your final Mentoring Scorecard.

TIP: We suggest that you complete a page in your log book after every single meeting and that you review your notes when you prepare for the next meeting.

meeting log 1

Date & Location	
Topics discussed	
Reflections / Learnings	
Actions / Goals	
Notes	
Date of next meeting	

Review before next meeting

Document here what happened after the last meeting, e.g. what did you try out, where did you make any changes, how has your thinking or attitude changed, what questions have come up, etc.

meeting log 2

Date & Location	
Topics discussed	
Reflections / Learnings	
Actions / Goals	
Notes	
Date of next meeting	

Review before next meeting

Document here what happened after the last meeting, e.g. what did you try out, where did you make any changes, how has your thinking or attitude changed, what questions have come up, etc.

meeting log 3

Date & Location	
Topics discussed	
Reflections / Learnings	
Actions / Goals	
Notes	
Date of next meeting	

Review before next meeting

Document here what happened after the last meeting, e.g. what did you try out, where did you make any changes, how has your thinking or attitude changed, what questions have come up, etc.

meeting log 4

Date & Location	
Topics discussed	
Reflections / Learnings	
Actions / Goals	
Notes	
Date of next meeting	

Review before next meeting

Document here what happened after the last meeting, e.g. what did you try out, where did you make any changes, how has your thinking or attitude changed, what questions have come up, etc.

meeting log 5

Date & Location	
Topics discussed	
Reflections / Learnings	
Actions / Goals	
Notes	
Date of next meeting	

Review before next meeting

Document here what happened after the last meeting, e.g. what did you try out, where did you make any changes, how has your thinking or attitude changed, what questions have come up, etc.

meeting log 6

Date & Location	
Topics discussed	
Reflections / Learnings	
Actions / Goals	
Notes	
Date of next meeting	

Review before next meeting

Document here what happened after the last meeting, e.g. what did you try out, where did you make any changes, how has your thinking or attitude changed, what questions have come up, etc.

meeting log 7

Date & Location	
Topics discussed	
Reflections / Learnings	
Actions / Goals	
Notes	
Date of next meeting	

Review before next meeting

Document here what happened after the last meeting, e.g. what did you try out, where did you make any changes, how has your thinking or attitude changed, what questions have come up, etc.

meeting log 8

Date & Location	
Topics discussed	
Reflections / Learnings	
Actions / Goals	
Notes	
Date of next meeting	

Review before next meeting

Document here what happened after the last meeting, e.g. what did you try out, where did you make any changes, how has your thinking or attitude changed, what questions have come up, etc.

meeting log 9

Date & Location	
Topics discussed	
Reflections / Learnings	
Actions / Goals	
Notes	
Date of next meeting	

Review before next meeting

Document here what happened after the last meeting, e.g. what did you try out, where did you make any changes, how has your thinking or attitude changed, what questions have come up, etc.

meeting log 10

Date & Location	
Topics discussed	
Reflections / Learnings	
Actions / Goals	
Notes	
Date of next meeting	

Review before next meeting

Document here what happened after the last meeting, e.g. what did you try out, where did you make any changes, how has your thinking or attitude changed, what questions have come up, etc.

Copy & continue if needed