

MENTORING PROGRAM

Mentoring the motivated



MCI MENTORING LOG BOOK | MENTOR

The **MCI Mentoring Log Book** is a tool designed to help you keep a record of your mentoring meetings throughout the program. It is a means of capturing the topics and issues discussed with your mentee, and provides a structured way to capture action points, reflections and observations.

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 / Observations	
Mentee Actions Points / Goals	
Notes	
Date of next meeting	

Review before next meeting

Document here any questions or additional remarks you would like to discuss in the next meeting with your mentee.

meeting log 2

Date & Location	
Topics discussed	
Reflections / Observations	
Mentee Actions Points / Goals	
Notes	
Date of next meeting	

Review before next meeting

Document here any questions or additional remarks you would like to discuss in the next meeting with your mentee.

meeting log 3

Date & Location	
Topics discussed	
Reflections / Observations	
Mentee Actions Points / Goals	
Notes	
Date of next meeting	

Review before next meeting

Document here any questions or additional remarks you would like to discuss in the next meeting with your mentee.

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meeting log 4

Date & Location	
Topics discussed	
Reflections / Observations	
Mentee Actions Points / Goals	
Notes	
Date of next meeting	

Review before next meeting

Document here any questions or additional remarks you would like to discuss in the next meeting with your mentee.

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meeting log 5

Date & Location	
Topics discussed	
Reflections / Observations	
Mentee Actions Points / Goals	
Notes	
Date of next meeting	

Review before next meeting

Document here any questions or additional remarks you would like to discuss in the next meeting with your mentee.

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meeting log 6

Date & Location	
Topics discussed	
Reflections / Observations	
Mentee Actions Points / Goals	
Notes	
Date of next meeting	

Review before next meeting

Document here any questions or additional remarks you would like to discuss in the next meeting with your mentee.

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meeting log 7

Date & Location	
Topics discussed	
Reflections / Observations	
Mentee Actions Points / Goals	
Notes	
Date of next meeting	

Review before next meeting

Document here any questions or additional remarks you would like to discuss in the next meeting with your mentee.

meeting log 8

Date & Location	
Topics discussed	
Reflections / Observations	
Mentee Actions Points / Goals	
Notes	
Date of next meeting	

Review before next meeting

Document here any questions or additional remarks you would like to discuss in the next meeting with your mentee.

meeting log 9

Date & Location	
Topics discussed	
Reflections / Observations	
Mentee Actions Points / Goals	
Notes	
Date of next meeting	

Review before next meeting

Document here any questions or additional remarks you would like to discuss in the next meeting with your mentee.

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meeting log 10

Date & Location	
Topics discussed	
Reflections / Observations	
Mentee Actions Points / Goals	
Notes	
Date of next meeting	

Review before next meeting

Document here any questions or additional remarks you would like to discuss in the next meeting with your mentee.

Copy & continue if needed