



MCM Mentoring Sessions Workbook

Date:

Time:

Session no 1/2/3/4:

Agenda & Expectations:

What do I want to accomplish out of the session today?

- *What goal area do I want to focus on?*
 - *What questions do I have for my mentor?*
 - *What requests do I have for my mentor?*
 - *What challenges or concerns do I want to address?*

Notes: *Capture my thoughts and notes during the session here.*

Reflection: *What's the biggest take-away from this session?*

Request/actions before next session: *What follow-up do I want/need from my mentor following our session?*

Progress/Update: *What have I tried (new action or practice) since our last session? What impact or insight did I have about it?*



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Mentoring Completion Form

At the end of the relationship, both Mentors and Mentees should go through a personal reflection on the mentoring experience. They should summarize *reciprocal main learnings* and *actions to carry on* after the closing of the relationship.

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Reflection: *What are you leaving behind? What are you taking with you?
Reflect on learnings and plan for ongoing self-development.*

- Objectives: % of achievement
- Implemented actions
- Actions to be carried on
- Mentee learning points
- Mentor learning points
- Reciprocal feedback