

This document is for mentors to assist them with optimising the outcomes for each session with their mentee and to reflect on their own skills as a mentor. In this tool kit you will find:

1. **Mentor Professional Development Plan**
2. **Mentor Session Planning Form**
3. **Mentor Session Minutes Form**
4. **Mentor Action Planning Form**
5. **Mentoring Session Evaluation**
6. **Mentor Self-Evaluation Check List**

## MENTOR PROFESSIONAL DEVELOPMENT PLAN

MENTEE NAME	MENTOR NAME
<p>WHAT ARE YOUR MENTEE'S PROFESSIONAL DEVELOPMENT NEEDS?</p>	
<p>WHAT ARE THE STEPS TO DEVELOP THESE NEEDS?</p>	
<p>WHAT SPECIFIC ACTIVITIES OR TASKS CAN ASSIST YOUR MENTEE IN ACHIEVING THEIR OBJECTIVES?</p>	

## MENTOR SESSION PLANNING FORM

Complete this form prior to each mentoring session. If your mentee has already communicated to you their objectives, interests or ambitions for each session, write them in the space provided. If not, ask your mentee in advance so that you can be prepared for each session.

MENTEE NAME	DATE

FOR THIS SESSION, WE WILL BE FOCUSING ON:	
FOR THIS SESSION, THE PURPOSE WILL BE TO:	
BY THE END OF THE SESSION, WE HOPE TO HAVE ACHIEVED:	
IF WE DO NOT ACHIEVE THESE OUTCOMES, THE CONSEQUENCES ARE:	

WHY WEREN'T THESE OUTCOMES ACHIEVED:	WHAT CAN WE DO NEXT SESSION TO ACHIEVE THEM:
1.	1.
2.	2.
3.	3.

ARE THERE ANY SPECIFIC FOLLOW UP ACTIONS FOR EITHER THE MENTOR OR MENTEE TO BETTER FACILITATE POSITIVE OUTCOMES?
1.
2.
3.
4.

## MENTORING SESSION MINUTES FORM

Use this worksheet to take mentoring session minutes (re-use for Sessions 1-6)

DATE	LOCATION	TIME

ITEMS DISCUSSED	ACTIONS/REFLECTIONS

ITEMS TO BE DISCUSSED AT NEXT MEETING	TASKS FOR MENTEE TO ACTION

## MENTOR ACTION PLANNING WORKSHEET

Use this worksheet to track and monitor progress on specific mentee objectives.

MENTEE OBJECTIVE / AMBITION / ASPIRATION	ACTIONS TO BE TAKEN	HOW WILL THIS BE MEASURED	REVIEW DATE (NEXT SESSION)

## MENTORING SESSION EVALUATION

Use this table to evaluate each session.

POSITIVES (WHAT SEEMED TO WORK WELL)	NEGATIVES (WHAT DIDN'T SEEM TO WORK WELL)
<b>Relationship</b>	
<b>Process</b>	
<b>Communication</b>	
<b>Other</b>	

## MENTOR'S SELF-EVALUATION CHECKLIST

These questions are designed to assist a mentor with personal reflection, to strengthen their skills as a mentor. These skills are generally accepted as attributes of a good mentor.

QUESTION	YES	NO
1. Do you communicate verbally and with positive body language, an interest in your mentee's long-term development, not just immediate change?		
2. Do you offer support to the mentee, but can also allow the mentee to undertake tasks autonomously?		
3. Are the goals you agree on with your mentee, realistic?		
4. If you asked your mentee, would they say you were a role model to them?		
5. Do you collaborate with your mentee, to identify alternative solutions to problems? (rather than dictate)		
6. Do you provide feedback based on impartial judgement?		
7. Do you seek to remove assumptions from your conclusions by ascertaining accurate information first?		
8. Do you avoid using your own standards and achievements as the benchmark for others?		
9. When giving feedback, do you do so with a focus on challenging existing behaviours?		
10. Are you providing your feedback in a timely manner?		
11. Do you give specific feedback?		
12. Do you give feedback that is clear, concise and demonstrates what you are asking for?		
13. Are you aligned with your mentee when it comes to agreeing on pathways for change?		
14. Do you ensure you are adequately prepared ahead of each session with your mentee?		
15. Do you actively monitor your mentee's progress between sessions?		