

Mentoring Session Planning and Action Sheet

Structured Guidance for Effective Mentoring Sessions

Mentoring Session Planning Sheet

Date	
Time	
Mentor	
Mentee	
Meeting Location	

Session Objectives

- Session goals
- Identify session aims

Planned Discussion Topics

1. Progress on goals
2. Recent challenges
3. New learning opportunities

Preparation and Materials

- List any documents, reports, or work to review in advance
- Prepare questions or feedback for discussion

Notes and Observations

Action Sheet

Action Item	Responsible	Deadline	Status/Notes
[Describe action to be taken]	[Mentor/Mentee]	[DD/MM/YYYY]	[e.g., In progress, Completed]
[Next action]	[Mentor/Mentee]	[DD/MM/YYYY]	[Notes]

Support and Resources Needed

Next Steps Sheet

Next Step	Who	Target Date	Review Date
[Define the next step or milestone]	[Mentor/Mentee]	[DD/MM/YYYY]	[DD/MM/YYYY]
[Further step]	[Mentor/Mentee]	[DD/MM/YYYY]	[DD/MM/YYYY]

Reflection and Feedback

- Brief reflection on what went well and areas for improvement
- Mentor and mentee to provide feedback

Use this document to structure each mentoring session, track progress, and ensure clear, actionable outcomes. Bring a copy to each meeting and update as you go along for continued development and success.