Mentorship Meeting Template for Mentors

Pre-Meeting Checklist:

Review your mentee's *Experience Report* to see what progress has been made since last meeting

Ensure the *Self-Assessed Proficiencies* of the *Technical Competencies* look reasonable

Review the development in your mentee's *Enabling Competencies* since last meeting

Meeting Notes: Meeting Date:

What? (What issue did your mentee raise?)

So What? (What alternative options were explored in addressing the issue raised?)

Now What? (What new behaviours/next steps/goals has your mentee established?)

Post Meeting Checklist: Next Meeting Date:

Complete your *Mentor Meeting* documentation in PERT

Consider reviewing the [Feedback as a Self-Reflection Learning Process](#) for mentors