

Mentor Notes

Use this outline in each session to track progress, capture insights, and define next steps to keep the mentoring relationship focused and accountable.

1. Updates & progress

Changes since the last session, progress on previous action items or shifts in role, responsibilities, or organizational context.

2. Today's focus

The topic or skill for this session and how it connects to overall objectives.

3. Discussion & scenarios

Key challenges explored, strategies considered, and examples practiced.

4. Key takeaways

Main lessons, insights, or new perspectives from the session.

5. Actions and next steps

Specific assignments, experiments, or practices the mentee will carry forward.

6. For the next session

Topics to revisit, skills to continue developing, and follow-ups to check in on.
