Mentoring Tracker

This document sets out a framework for tracking the mentoring relationship between you and your alumni mentor with the purpose of clarifying your goals, assisting with reflection and optimising learning.

Mentee Name: _____

Student Number: _____

Mentor Name: _____

Start Date of Mentoring Relationship:

_____

*Expected End Date of Mentoring Relationship:

_____

*We recommend a duration of 3-6 months, with the goal of meeting a minimum of 3 times.

Code of Conduct & Mentoring Agreement:

Mentee:

I have read the Mentee Handbook & Mentoring Agreement and agree to follow the code of conduct and best practice principles outlined in these documents by Trinity Development & Alumni.

Mentee Signature: _____

Mentor:

I have read the Mentor Handbook & Mentoring Agreement and agree to follow the code of conduct and best practice principles outlined in these documents by Trinity Development & Alumni.

Mentor Signature:

Outlining Goals & Communication Methods

1. Mentee, as you start out on your mentoring journey, what are the three main goals/outcomes that you hope to achieve?

2. My primary means of communication with my mentor will be through (circle where appropriate):

   LinkedIn
   Email
   Zoom
   Phone (Call or Text)

Who will be responsible for arranging the meetings?

Agree on which member of the mentoring partnership will be responsible for the arranging of meetings as part of this mentoring relationship (encircle or underline *Mentor or Mentee* where appropriate):

We, the Mentor & Mentee, have agreed it is the responsibility of Mentor/Mentee to arrange the following in-person or online meetings and inform the Mentor/Mentee in due course.

Tracking your mentoring journey

Notes & Reflections

Meeting Notes

Date & time _____   Location/Online: _____

Meeting Notes:

Outcomes of meeting & follow-on actions:

Meeting Notes

Date & time _____   Location/Online: _____

Notes:

Outcomes of meeting & follow-on actions:

Meeting Notes

Date & time _____   Location/Online: _____

Notes:

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Outcomes of meeting & follow-on actions:

Final Mentoring Reflection

Write a reflection on what you gained from your mentoring experience (max 300 words).

Some ideas for your reflection:

- Did this mentoring experience meet your **expectations**? Why?
- Identify the most important **insights** or **knowledge** you gained from this mentoring experience.
- Did you gain any new **skills**? If so, which ones and how will you apply these in future?
- How has this experience influenced your **future career plans**?
- How can you **apply the learnings** to the remainder of your course of study and to your future career and life in general?