

CSC Mentoring Programme- keeping a record

# Mentoring log

During your mentoring meetings you should take notes on the topics discussed and any actions you have each agreed. You should also log in the dates and length of the meeting. Remember, you are advised to meet a minimum of two hours per month.

The log table will help you monitor progress towards achieving each of your SMART goals or learning objective.

You can add more rows to log all your meetings.

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| **Date** | **Length of meeting** | **Discussion summary** | **Action(s) agreed (measurable and timebound)** | **Outstanding actions carried forward** |
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