**Tracking My Mentoring Journey 2021/2022**

**(between student mentee and alumni mentor)**

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.

The mentoring relationship can start at any point in the academic year but should be completed by **April 2022**. For students to be eligible to receive the Dean of Students Mentoring Certificate of Completion, they must complete at least three meetings with their mentor (face to face / video) and track their progress on the form below. When completed, the mentee and mentor must sign the form and submit it to [MyCareer](https://targetfeedback.gtisolutions.co.uk/surveys/MentoringCert22) by **Friday 8th April 2022**.

|  |  |
| --- | --- |
| Mentee Name |  |
| Mentor Name |  |

**Meeting Tracker. *Complete as appropriate.***

**Meeting One:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date & time |  |  | Location/Online: |  |

Outcomes of/ actions from meeting:­­­­­­­­­­­­­­­­­­ ­­­­­­­­­­­­­­­­­­­­­

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**Meeting Two:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date & time |  |  | Location/Online: |  |

Progress since previous meeting:

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| --- |
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|  |

Outcomes of/ actions from meeting:­­­­­­­­­­­­­­­­­­ ­­­­­­­­­­­­­­­­­­­­­

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**Meeting Three:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date & time |  |  | Location/Online: |  |

Progress since previous meeting:

|  |
| --- |
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|  |

Outcomes of/ actions from meeting:­­­­­­­­­­­­­­­­­­ ­­­­­­­­­­­­­­­­­­­­­

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**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?
* How has mentoring has **benefited you personally and professionally?**

Type here…

**Signatures**

|  |  |  |
| --- | --- | --- |
| Mentee Signature |  | Mentor Signature |
|  |  |  |
| Mentee Email Address |  | Mentor Email Address |
|  |  |  |
| Date |  | Date |

*Upload this completed and signed document to* [*MyCareer*](https://targetfeedback.gtisolutions.co.uk/surveys/MentoringCert22) *by Friday 8th April 2022 to be eligible to receive the Dean of Students Mentoring Certificate of Completion. Nov 21*