

Mentee Session/Learning Log

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| Mentee name: |  | Mentor name: |  |
| Date | Location | Duration | Next meeting date and location  OR to be arranged by mentee by XYZ date |
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| Update and review of actions, outcomes, learnings from previous meeting |  | | |
| Goal/focus of this session |  | | |
| Options and ideas identified and discussed |  | | |
| Mentee actions/outcomes/next steps |  | | |
| What worked well in this meeting and/or what could we do differently next time? |  | | |