**Mentor Meeting Discussion Record**

**Trainee Name: Mentor name:**

**Date of this meeting**

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| **Well-Being** |

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| **How is the mentee feeling?****How may this be impacting on their progress?** |  |
| **Aims – Link to Overview focus for meeting** |
| * **What is the purpose of the meeting?**
* **What do we need to achieve?**
* **What standards are we working on this week?**
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| **Progress** |
| * **What has happened since we last met?**
* **What has been completed**
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| **Ongoing action plan targets for this week:****Target 1****Actions:****Target 2****Actions:** |
| **Questions from training, observations, teaching:****AOB** |
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