



**MENTOR REFLECTION
FORM**

(To be completed after each mentoring conversation)

Mentor name	
Mentee name	
Date	
Session No	
Method	<i>(Face to face, telephone, email)</i>
Duration	
Mentoring Goal related to this session (refer to goals tracking form)	

Reflections through the 4 Quadrant Map:

Individual Interior

*Comment on your interpretations / judgments / thoughts / feelings / 'intuitive hunches' during the session.
What went on for you internally during the session?
What are your opinions about the Mentee?*

Individual Exterior

*What did you 'do' and how did you 'show up' in the mentoring session?
Comment on mentoring skills utilized, body language, communication style, etc.
Comment on anything you noticed in the Mentee's actions and communication during the session.*

Collective Interior

*Comment on the quality of the relationship, rapport, and trust that is building between you and the Mentee.
What are you noticing about the Mentee's awareness of the culture, vision, and values of the organization?
How did your awareness of the culture, vision, and values of the organization impact on the mentoring session?*

Collective Exterior

*What models / tools / techniques did you utilize in the session?
Mention any contracting or re-contracting that you addressed in the session.
What are you noticing about the Mentee's awareness of the strategies, policies and procedures of the organization?
How did your awareness of the strategies, policies and procedures of the organization impacting on the mentoring session?*

What worked well in this session? Refer to mentoring process rather than the 'content' of the session.

What didn't work well?

What would you like to do differently going forward?