

Sample Mentoring Relationship Tracking Sheet

Instructions: Please log each session with your mentee and keep a copy for your files.

Name of Mentor: _____
 Name of Mentee: _____
 Mentee Contact Information: _____

Date	Time Spent (Hours)	Topics Discussed	Signature of Mentee/Mentor
May 18, 2016	6:00 pm – 7:00 pm	<ul style="list-style-type: none"> • Moving from a technical role to a managerial role <ul style="list-style-type: none"> ○ Difference between technical focus and people focus – different set of skills required ○ Self-evaluation of leadership skills ○ Training ○ Volunteering for leadership opportunities <p>Homework: Self-evaluation of leadership skills (Internet Resources) – strengths and weaknesses</p>	
June 1, 2016	6:00 pm – 7:00 pm	<ul style="list-style-type: none"> • Self-evaluation of leadership skills <ul style="list-style-type: none"> ○ providing direction ○ leading ○ fostering teamwork ○ championing change ○ coaching and developing people 	

		<ul style="list-style-type: none"> ○ motivating others ○ building relationships ○ acting with integrity ○ listening ○ communication <p>Homework: Leadership opportunities with Professional Association (OACETT) or employer</p>	
June 15, 2016	6:00 pm – 7:00 pm	<ul style="list-style-type: none"> ● Current Professional Organization (OACETT) <ul style="list-style-type: none"> ○ Sign up for committees where I can volunteer my time (NEM) ○ Volunteer to serve on a committee/chapter chair in a job shadowing role ○ TAC Auditor-in-Training ● Employer <ul style="list-style-type: none"> ○ New employees ○ Check out opportunities to lead discussion panels, chair meetings, deliver presentations, etc. ● Professional Advisory Board Member (PAC) <ul style="list-style-type: none"> ○ Local college <p>Homework: Research Bachelor of Management Program as an option</p>	
June 29, 2016	6:00 pm – 7:00 pm	<ul style="list-style-type: none"> ● Bachelor of Management Program <ul style="list-style-type: none"> ○ Overview ○ Discussion with faculty ○ Discussion with current students of program <p>Homework: Research other leadership training options</p>	

July 13, 2016	6:00 pm – 7:00 pm	<ul style="list-style-type: none"> • Other Leadership Training Options <ul style="list-style-type: none"> ○ Canadian Institute of Management ○ Achieve Learning Centre <ul style="list-style-type: none"> ▪ Leadership Management Courses ▪ Management Development Courses <p>Homework: Develop A Professional Development Plan</p>	
July 27, 2016	6:00 pm – 7:00 pm	<ul style="list-style-type: none"> • Professional Development Plan <ul style="list-style-type: none"> ○ Prepare Resume to be a TAC Auditor ○ Job Shadow Chapter Chair ○ Sign up as an opportunity for NEM ○ Apply for membership with the Canadian institute of Management ○ Register for Canadian Supervisory Management course ○ Complete the Certificate in Management and Administration Program <p>Homework: Update for next meeting on progress of implementing plan</p>	
August 17, 2016	6:00 pm – 7:00 pm	<ul style="list-style-type: none"> • Update <ul style="list-style-type: none"> ○ Resume submitted to be a TAC Auditor ○ Completed TAC Auditor-in-Training ○ Job Shadowing Chapter Chair ○ Applied for membership with the Canadian Institute of Management 	

		<ul style="list-style-type: none"> ○ Registered for Certificate in Supervisory Management (CSM) Program – requirement for CIM <ul style="list-style-type: none"> ▪ Only course required is the Introduction to Management Course for CSM as hold C.E.T. designation <p>Homework: Frequency of future meetings and update on progress of activities and where do we go from here.</p>	
August 31, 2016	6:00 pm – 7:00 pm	<ul style="list-style-type: none"> ● Update <ul style="list-style-type: none"> ○ Provided update of all activities: TAC Accreditation Team, Chapter Chair Job Shadowing ○ Discussion of course 	
September 14, 2016	6:00 pm – 7:00 pm	<ul style="list-style-type: none"> ● Update <ul style="list-style-type: none"> ○ Discussion of course 	
September 28, 2016	6:00 pm – 7:00 pm	<ul style="list-style-type: none"> ● Update <ul style="list-style-type: none"> ○ Discussion of course 	
October 12, 2016	6:00 pm – 7:00 pm	<ul style="list-style-type: none"> ● Update <ul style="list-style-type: none"> ○ Discussion of course 	
October 26, 2016	6:00 pm – 7:00 pm	<ul style="list-style-type: none"> ● Update <ul style="list-style-type: none"> ○ Discussion of course 	
November 2, 2016	6:00 pm – 7:00 pm	<ul style="list-style-type: none"> ● Update 	

		○ Determined that we would keep in contact	
--	--	--	--