

APB MENTORSHIP LOG

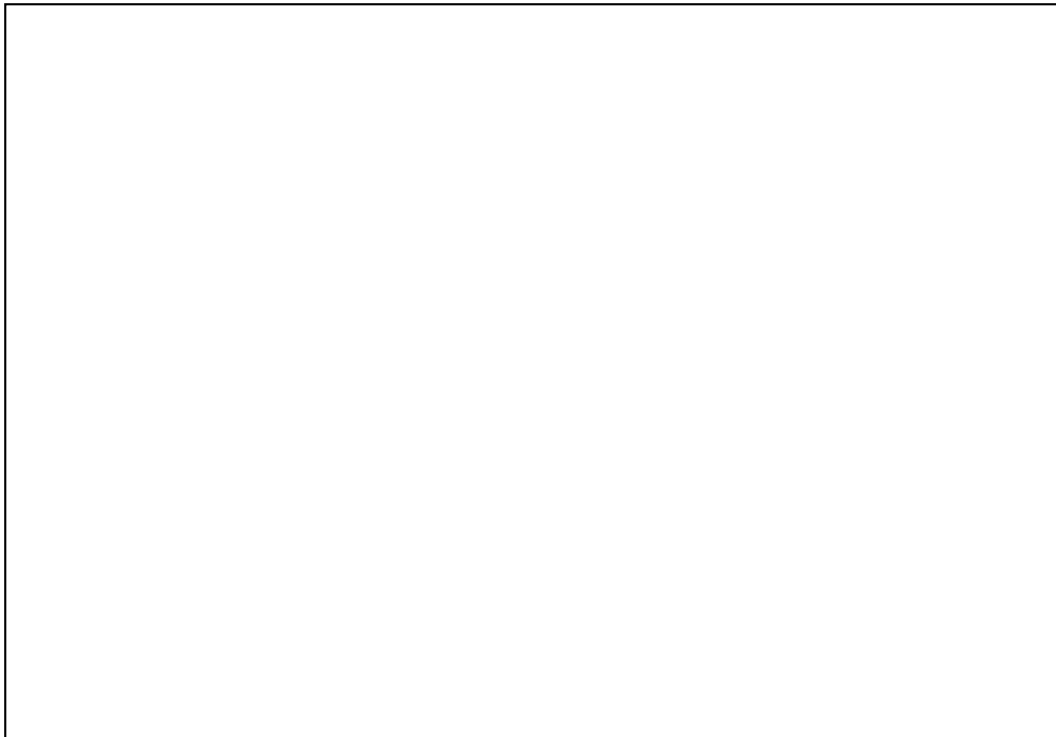
Mentoring Period (Semester / Date):_____

Mentor (Full Name):_____

Protégé (Full Name):_____

The first meeting will be an opportunity for you to meet and discuss your goals with this program. The mentor and protégé should each give an introduction to who they are, work experience, and scheduling. If you have opted for the facilitating pairing by the APB, then a goal of this first meeting is to determine if the pairing is compatible. Take some time to get to know each other and see if the pairing is right for you. Please let us know if your mentor or protégé does not share your values, learning style, or the personalities does not seem to match and we will work to facilitate a new pairing. Requests for an alternative pairing following the initial meeting should not be taken personally by either party.

Provide a brief description of your first meeting including a list of reasons why you think that your pairing will be a success, what your goals are, shared values, and identify other aspects to the meeting that will help you to understand each other.



Meeting Organization and Log

Not every meeting will go as planned. Do not fret if the meeting steers off course. New items of importance or discussion may arise during the meeting. However, spending 15-20 minutes prior to holding a meeting to think of your ideas or topics of discussion will assist. During this time sketch out a small agenda and share this with your protégé. An example agenda is provided and the textbox that follows is to be copied and completed after each meeting held.

Example Meeting Agenda:

- **Mentor / Protégé:** Review pervious meeting correspondence.
- **Mentor:** Review of what work / projects I have been involved in.
- **Protégé:** Update on my activities.
- **Mentor:** New topics:
 - Topic 1
 - Topic 2
 - Topic 3

TEXTBOX: MEETING LOG

Date Scheduled / Held:_____

Amount of Time:_____

Emails Sent Since Last Meeting:_____

Format: Skype____; Telephone____; In Person_____

Key Topic Words:

Synopsis of Discussion:

Thoughts and Reflections:

Plans for Next Meeting: