# Mentorship Tool N° 8

# Mentoring Final Review Form

**Important note:** The Mentoring Final Review Form should be shared with mentors and mentees at the beginning of the programme to provide information and enable them to keep track throughout the programme of any details, stories or anecdotes that occurred during the mentoring period.

This review covers the period from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Name of mentor:  | Date:  |
| Name of mentee:  | Date |

**Instructions:** To prepare for the final review, mentor, and mentee each answer the questions below. During the final review, mentor and mentee should discuss each of their responses. Upon completion of the discussion, the mentee will prepare a final consolidated version and share it with their mentor and programme organizer.

* + List the goals we sought to accomplish and describe how effectively each of these was met, not met, or exceeded expectations.
	+ Describe the most important topics we discussed. Why were these topics of importance? What changed as a result of these discussions?
	+ What were the stories, anecdotes or examples we brought to our discussions that stand out as great points of communication between us? Why were these instructive or important?
	+ Were there enough mentoring sessions? Were they well-planned? Were the sessions of appropriate duration?
	+ What areas of weakness was identified at the beginning for the mentee, how were they improved on and what were the benefits
	+ What was the greatest benefit to me in our relationship?
	+ What was the most important learning experience for me as a mentee/mentor?
	+ What contact will the two of us have in the future?