

## SLSHRM MENTOR PROGRAM

### MEETING JOURNAL

*Using this meeting journal helps you record your mentorship meetings. This helps keep meetings better organized and give you a tool to improve your meetings over time.*

*Directions: The protege should complete this journal immediately after each session while thoughts are still fresh. The journal can then be referenced to track progress against goals, identify concerns, define future discussions or meeting topics, and evaluate how things are going in the relationship. This document can also be used by the mentor to track his/her perceptions and thoughts.*

MEETING DATE	MEETING LOCATION
KEY TOPICS FOR THE SESSION:	
WHAT WENT WELL?	
WHAT DIDN'T GO SO WELL?	
ACTION ITEMS	
POTENTIAL TOPICS FOR THE NEXT MEETING	
NEXT MEETING DATE	NEXT MEETING LOCATION