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**FOUNDATION
FOR WOMEN**

Mentoring Reflection Log

Reflection is a key component of personal and professional development. It gives the mental space needed for you to recognise what you've learned, how you've grown, what skills you've gathered, what challenges lie ahead, and what you would like to develop further.

It's an excellent tool to grow your self-awareness and confidence.

On the Mentoring Women in Business programme, we encourage both mentees and mentors to have a reflection practice throughout the year, and use it to help you reach your personal and professional objectives.

Reflecting on your training, skills development, and mentoring relationship can help to organise your learning and actions. Rather than seeing mentoring beginning and ending with the time spent together, both mentors and mentees can reflect on what it is you're trying to achieve, and how far you've come.

There are two templates: one for you to complete after your training, and one for the 12 months across your time on the programme, but both can easily be adapted to fit your needs and preferences.

What are the benefits of using a reflection log?:

- It's a useful tool to help you recognise the progress you are making towards your learning goals.
- Develop an awareness of learning objectives and processes.
- An opportunity to develop reflection skills that can lead to more recognition of actions you can take.
- Builds self-awareness and confidence.

You can access your Mentoring Training Reflection Tool [here](#).

Find your ongoing Mentoring Reflection Tool below.

Mentoring Reflection Tool

While you're working on your mentoring relationship, it can be helpful for you and your mentoring partner to keep a reflection log. In this template, you'll be able to write reflections on your relationship to help you monitor your progression and learning.

How do I use the reflection tool?

Use this template to write something down after each mentoring meeting or when you have used a new approach (behaviour, attitude, model, process) in your daily work. When you are very busy, taking a “do it now” approach for 5 minutes at a time makes it achievable, rather than putting it off until later.

When using the log, here are some things that you can include:

- The context of what you're writing about
- What you did
- Your thoughts
- Your feelings
- What worked well
- What you found challenging and how you dealt with it
- Key learning points

Top tip: Use the same notebook or digital place to reflect and record your notes, so you can go back to them easily, whenever you like.

Month:

Date:

What have you worked on with your mentoring partner? How have you implemented what you have discussed in your business (mentees) or in your work (mentors)?

How did you define and measure success?

What worked well working together over the last month?

What did you find challenging?



What did you learn?

What will you do differently next session/month?

What were your wins?

Final Month:

Date:

What have you worked on with your mentoring partner over the year? How have you implemented what you have discussed in your business (mentees) or in your work (mentors)?

How did you measure and celebrate success?

What were your main achievements?

What were your biggest learning points?

What have you got planned for your next steps?

What other reflections do you have?

