**Mentee Reflective Log & Action Plan**

A reflective log and/or diary enables the mentee to engage in self-review and reflection to further develop understanding and integrate learning into professional practice. Engaging in reflective practice encourages greater ownership of the mentee’s developmental process transitioning from novice to experienced teacher. Recognition of achievement, analysis of practice, identification of future development needs can thus be translated into an action plan. The mentee is encouraged to complete the log following each meeting with their mentor.

**Mentee Name:**

**Mentor Name:**

**Date of meeting(s):**

**Reflection Log**

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| What have I accomplished? |
| What challenges have I encountered? |
| What have I learned? |
| What if anything do I need to change and/or do differently? |
| What skills, knowledge, behaviours do I need to further develop? |
| What additional support might I need and/or find helpful? |

**Action Plan**

* Reflection and analysis: focus on key learning points
* Identified development needs
* Challenges encountered and solutions explored – key learning points
* Competency development – identified strengths
* Recognition of accomplishments and successes

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| Agreed goal | Action(s) required to achieve goal | Planned achievement date |
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**Additional Comments**

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