

LTA Coach Mentoring Log

The purpose of this form is to hold the public goals, keep track of the meetings (reflecting upon each session with clear actions) and sign the document at the end of the relationship by all parties. Before this, there should have been a contracting session to agree terms and a signing of documents. This LTA Coach Mentoring log is to be sent in as part of the final [mentoring review](#).

Name of Mentor:

Name of Mentee:

Start date of mentoring:

End date of mentoring:

Public goals

	Public goal Coach development goal / challenge / potential I want to address	Measure of success Quantitative and / or qualitative measures How will you know If you have achieved this?	Achieved Y/N at the end of the mentoring process
1			
2			
3			
4			
5			

Public goals can be viewed by the LTA when submitted. Private goals are to be kept outside of the process for confidentiality.

Meetings, Reflections and Actions

Date	Time	Contact hours	Location/platform	Mentor comments/reflection	Mentee comments/reflection	Agreed actions	Date for next meeting
						•	
						•	
						•	
						•	
						•	
						•	
						•	

Total contact hours:

Total CPD credits:

Total CPD credits = number of contact hours + number of sessions (to recognise a minimum of 30mins prep and post work)

Signatures

Mentee:

Mentor:

Sponsor:

Date:

Date:

Role:

Signed:

Signed:

Date:

Signed:

