

Step by Step Guide to the First Mentoring Appointment

Step	Activity	Completed
Step 1	Introduce the Learning Mentor service	
Step 2	Explain and explore the reason for the referral	
Step 3	Discuss appointment arrangements	
Step 4	Broaden the discussion & answer questions	
Step 5	Book the next appointment	
Step 6	Closing the mentoring meeting	
Step 7	Writing up the case notes	



Photocopiable:

The Learning Mentor Manual © Stephanie George, 2010.