



Est. 2006

IME GSEVEE

Small Enterprises Institute
of GSEVEE



Action 3.4.2.3

**Mentors'
Monitoring
and Reporting
Templates**

This deliverable refers to the EACEA.A – Erasmus+ Programme

“CoVEs for the Tourism Industry - TOUR-X” Action 3.4.2

and has been developed by the partner

INSTITOUTO MIKRON EPICHIRISEON GENIKIS SYNOMOSPONDIAS EPAGGELMATION
BIOTECHNON EMPORON ELLADOS (IMEGSEVEE),

in accordance with the terms and requirements of the Project Nr. 101056184 Grant
Agreement.

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This document includes example templates of the mentoring meeting preparation forms (for all meetings, including the first one) that mentors should complete before each session, as well as the Reporting Form addressing to the Business' Owner.

FIRST MENTORING SESSION PREPARATION FORM for Mentors

1. Basic Information of the Mentee:

Business/Organization:	
Mentor's Full Name:	
Mentee's Full Name	

2. What questions could I ask the mentee without seeming intrusive, in order to better understand their needs and expectations from the mentoring relationship?

What can they tell about our business?	
Topics on which they seek guidance	
Needs/Expectations from the mentoring relationship	
Skills they believe they need to develop	
Short-term goals/priorities	
Long-term goals	
Issues, difficulties, challenges they face in our business	
Elements they find satisfying in our business	

3. Information I can share with the mentee about myself, which will help us get to know each other better?

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4. Topics related to my professional career/activity that might be of interest to the mentee?

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5. Next Steps / Goals for the next meeting:

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6. Next Meeting:

	Date	
	Time	

7. Notes:

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MENTORING MEETING PREPARATION FORM for Mentors

Business/Organization:	
Mentor's Full Name:	
Mentee's Full Name	

1. Previous Meeting:

Meeting Number & Date:	
Topics Discussed:	
What Went Well:	
Did You Encounter Any Difficulties or Challenges?	
Actions / Goals Agreed Upon for You Until the Next Meeting:	
Actions / Goals Agreed Upon for Mentee Until the Next Meeting:	
Did You Agree on Using Any Materials? If Yes, Explain What, and for What Purpose:	
Comments:	

2. Next Meeting:

Meeting Number & Date:	
Topics You Want to Discuss:	
Suggestions for Improving the Relationship:	
Do You Need to be Prepared for a Specific Topic? (If yes, specify which one and why)	
Have You Prepared any Material / Agreed Upon in the Previous Meeting for the Next Session? (If yes, specify what it is):	

3. Notes:

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MENTORING REPORT FORM

Business/Organization:

Mentor's Full Name:

Mentee's Full Name

1. Thematic Areas:

Topics developed during the reporting period

Mentor's suggestions for the improvement of the mentee

Benefits recorded during the reporting period

2. Notes: