



MENTOR'S FORM FOR TRACKING PROGRESS - **SAMPLE**

"Enabling transformation and change through trained educators and youth workers and inclusive workplace environments by creating an innovative methodology and resources for the development of life skills and employability competences in young adults with learning disabilities and difficulties, while supporting their transition into inclusive workplaces."



Dear Mentors,

The Mentor's Form to Track Progress is designed to help you assess your mentee's development, work efforts, and overall efficiency. To make the most of this tool, follow these steps:

1. Start by using the assessment tool to set goals and create a plan. Then, fill out the mentor's form.
2. For the next six months, use the form to track progress.
3. At the six-month mark, use the assessment tool again to evaluate progress and identify challenges. Adjust the plan if needed.
4. For the following six months, continue using the mentor's form to monitor progress.
5. At the one-year mark, use the assessment tool once more to assess overall progress and determine next steps.

This structured approach ensures continuous development and meaningful mentorship.

Thank you for your dedication!



In the following pages you will find the empty form, complete it according to your mentee's progress.

Date: 12.1.2024
 Mentor's Name: Jim
 Mentee's Name: Peter
 Employer: John

Before you start, keep in mind that at first, there may be many areas for improvement. Focus on key priorities and consider the time needed for meaningful progress.

GOALS:

Were all set goals achieved? ☒ **YES** ☐ **NO**

If not, list the goals that weren't achieved and explain why:

Goals not achieved: switching between tasks is still a challenge, and the mentee often feels frustrated when they need to move from one task to another.

Reasons for non-achievement:

More time will be needed to facilitate switching between tasks. The mentee still gets frustrated and they lose focus.

SKILLS AND WORK HABITS:

Rate the mentee's **time management improvement** over the following periods:

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
Compared to last week:		X			
Compared to two weeks ago:			X		
Compared to last month:			X		
Compared to six months ago:				X	

Rate the mentee's focus improvement on tasks:



	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
Compared to last week:		X			
Compared to two weeks ago:			X		
Compared to last month:				X	
Compared to six months ago:				X	

The mentee manages to complete the task entirely without getting distracted/frustrated.

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
Compared to last week:		X			
Compared to two weeks ago:			X		
Compared to last month:			X		
Compared to six months ago:				X	

The mentee moves from one task to another easier than:

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
Compared to last week:		X			
Compared to two weeks ago:	X				
Compared to last month:		X			
Compared to six months ago:				X	

UNDERSTANDING INSTRUCTIONS/TASKS:

Rate the mentee's understanding of given instructions is improved:



	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
Compared to last week:	X				
Compared to two weeks ago:			X		
Compared to last month:		X			
Compared to six months ago:					X

ATTITUDE TOWARDS WORK:

Rate improvement in the mentee's understanding of their work's significance:

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
Compared to last week:	X				
Compared to two weeks ago:		X			
Compared to last month:			X		
Compared to six months ago:				X	

Mentee's attitude towards work is better than:

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
Compared to last week:	X				
Compared to two weeks ago:		X			
Compared to last month:	X				
Compared to six months ago:			X		

COMMUNICATION:

The mentee accepts help/critics/observations/ better than...



	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
Compared to last week:	X				
Compared to two weeks ago:		X			
Compared to last month:					X
Compared to six months ago:			X		

1. **Weekly Goal(s):**

This week, the focus is on: to work on time.

2. **Monthly Goal(s):**

Progress to be made this month: following the schedule .

3. **Six-Month Goal(s):**

Longer-term targets: enhancing efficiency – facilitate switching tasks..



ADDITIONAL NOTES:

Include any other observations or feedback:

Write something in line with: I need to work on my mentee's time management skills, give him some tools to understand his timings better (morning schedule table, setting alarm clocks for important tasks).