

**MONTHLY MEETING**

**TRANSITION MENTOR - LEARNER - EMPLOYER**

*“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, Mentees, and Employers,

Welcome to this important milestone in your mentorship journey. After a month of collaboration, you are here to reflect on progress, share experiences, and ensure continued growth.

To facilitate this discussion, you will be using this tool, a structured form designed to help you compare initial goals with current achievements. This tool allows you to assess progress, identify challenges, and refine future steps together.  
This process is a collaborative effort, allowing all three members to voice their perspectives and align on the best way forward. We encourage open and constructive conversations to support the mentee’s development.

### How to use the tool:

1. Review Initial Goals – begin by revisiting the mentee’s original objectives and expectations.
2. Assess Progress – each participant (mentor, mentee, and employer) will provide input on the progress made, highlighting strengths and areas for improvement.
3. Discuss Challenges and Solutions – share experiences, obstacles faced, and strategies that have helped overcome them.
4. Set Future Goals – based on the discussion, update or adjust goals to ensure continued growth and success.

During the first meeting, the mentor is responsible for setting a fixed date for the monthly meetings in agreement with the mentee and the employer. The mentor must ensure that these meetings occur once a month on the agreed-upon date.  
Additionally, it is the mentor's duty to bring the necessary forms to each meeting and remind all participants to complete their forms regularly and bring them along. The mentor is also responsible for filling out their own form and submitting it at the following monthly meeting.

Please remember to bring your mentor's form, self-assessment form, and employer's form to this meeting, so you can ensure all important points are discussed and shared with your partners.

Thank you for your effort and commitment to this journey. Let’s begin!

In the following pages you will find the empty form, complete it according to the mentee’s progress and employer's suggestions and comments.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Mentor’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Mentee’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer's name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Identifying top and low moments of last month, short discussion & planning session:

Top moment(s)

1.

2.

3.

Low moment(s)

1.

2.

3.

**Why did the low moments happen? How can they be resolved? Can we prevent them in the future?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**PLANNING, IDEAS, COMMENTS:**

Mentors’ suggestions:

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Learner’s suggestions:

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Employers’ suggestions:

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