



SAMPLE 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."

Here is an example of a completed form:

Date: *12/12/2024*

Mentor's name: *John Johnsons*

Mentee's name: *Mike McDonald*

Employer's name: *Luke Milton*

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

Top moment(s)

1. *The mentee had breakfast at home instead of eating when coming to work.*

2.

3.

Low moment(s)

1. *Argument with the employer after getting frustrated because of too many tasks.*

2.

3.

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

The mentee was given too many tasks by different individuals, which led to receiving conflicting inputs. To improve this, we should enhance communication between the employer and the mentor. This way, the mentee will receive clear and consistent information from a single source.

PLANNING, IDEAS, COMMENTS:

Mentors' suggestions:

The employer should assign tasks to the mentee but communicate them to the mentor first. The mentor will then relay the tasks to the mentee.

Learner suggestions:

Establish better communication between the employer and the mentor, providing clear directions on who to contact in different situations if help is needed

Employers' suggestions:

Provide more guidance on how to communicate effectively with the mentee and deliver instructions in the most appropriate way.