**CIHT Professional Development Framework**

**Quarterly Progress Meeting Report**

# Part 1 – Pre-meeting

Mentees should complete the first part of this form and send it to their mentor ahead of each quarterly progress meeting. Mentors can use this report to assess a mentees progress and help them to make plans for future objectives. You should send this report to your mentor together with your latest progress report from MyCareerPath and your CPD record.

*If this is the first mentor / mentee meeting, you may find it useful to have an open discussion to agree roles and responsibilities going forward (i.e., who will organise the meetings, lead on the meetings, etc.)? Ensure that both mentor and mentee are happy with their roles before proceeding.*

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| **Date and time of meeting:** |  |
| **Location of Meeting –** *e.g. Remote* |  |

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| **Mentor Name:**  |  |
| **Mentee Name:** |  |
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| **CIHT Framework (delete as appropriate)** | CEng/IEng/EngTech/CTPP |

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| **Recap of progress since last meeting:** - *Provide a summary of progress* *achieved against previously agreed actions. Have all actions and objectives been completed? Make a note of any remaining objectives or ongoing issues you wish to discuss. If this is the first mentor / mentee meeting, discuss your future plans.* |
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| **What went well since you last met?** *- What have you found easy? Is there a reason for that?* |
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| **What could have been better? -** *Is there anything you are struggling with and would like to discuss additional support in this area?* |
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| **Focus for the meeting: -** *Are there particular subjects you wish to focus on at the meeting, or would you like a more general discussion? Suggest discussion points, to help your mentor to prepare.* |
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# Part 2 – Quarterly Meeting Report

This form should be completed at each quarterly progress meeting to outline the topics covered at the quarterly meeting, make plans and agree what the mentee should focus on between now and the next quarterly meeting.

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| **Date of the meeting:** |  |
| **Time of the meeting:** |  |

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| **What was discussed at this meeting***: - e.g. what was the focus of this meeting, what progress has been made against goals, objectives and competencies.* |
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| **Development Plan: -** *Have you agreed objectives? Which competencies will the mentee focus on between now and the next mentor / mentee meeting?* |
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| **Actions: -** *List any actions agreed from this meeting and* agree w*ho will carry them out* |
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| **Are there any areas for concern: -** *(e.g. compatibility or wellbeing)* |
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| **Mentor’s comments:** |

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| **Mentees comments:** |