## 

## Mentorship Reflection & Closing Workbook

**Purpose**: This workbook is designed to guide the mentor and mentee through a structured reflection, learning, and closure process at the end of the mentorship program. It includes sections to review progress on action plan goals, assess competency growth, capture lessons learned, and set a path for continued development.

### 1. Welcome & Instructions

**Purpose of the Session**:  
This workbook guides mentor and mentee through a structured reflection session, revisiting goals and competencies set at the start, assessing progress, and preparing for next steps.

**Instructions**:  
Please fill in each section thoughtfully, using it as a reference for reflection and tracking progress.

### 2. Competency Progress Review

Use the table below to assess progress in each competency area. For each competency, note the initial target level, current level achieved, and a brief progress summary.

| **Competency Area** | **Initial Target** | **Current Level** | **Progress Summary** |
| --- | --- | --- | --- |
| *Example:* Language Skills | Intermediate | Advanced | Improved significantly in professional contexts. |
| *Example:* Digital Marketing | Basic | Intermediate | Gained foundational skills in social media tools. |
| *Example:* Legal Knowledge | Beginner | Intermediate | Learned essential business registration requirements. |
| *(Add more rows as needed)* |  |  |  |

### 3. Learning Insights, Key Achievements and Lessons Learned

**Key Insights and Accomplishments**

* **Most Significant Motivation, Knowledge and Skills Gained**:  
  *(Summarize key skills developed)*

*Potential prompts for mentor:*

1. Think back to our first session. What motivation, knowledge or skills do you now have that seemed challenging back then?
2. Which new motivation, knowledge or skills have helped you the most in achieving your goals?
3. What motivation, knowledge or skills have you developed that you’re most proud of, and why?
4. If you had to teach one thing you’ve learned to someone else, what would it be, and how would you teach it?

* **New Strengths Discovered**:  
  *(Note new strengths that became evident during mentorship)*

*Potential prompts for mentor:*

1. Is there a strength you didn’t realize you had before we started that now feels like a personal asset?
2. Describe a moment when you surprised yourself with how capable you were. What strength did you discover?
3. Which of your personal qualities do you think improved the most during this journey?
4. How have you seen yourself grow?

* **Resources or Actions Contributing to Success**:  
  *(List resources, tools, or actions that supported progress)*

*Potential prompts for mentor:*

1. What resource (like a book, course, or tool) was a game-changer for you, and how did it help?
2. Which specific actions or strategies do you feel made the biggest impact on your progress?
3. What feedback or advice did you receive, and from whom, that had a lasting impact?
4. Looking back, what’s one thing you would advise another mentee because it was so valuable for you?

* **Key Lessons Learned**:  
  *(Summarize main takeaways from the mentorship experience)*

*Potential prompts for mentor:*

1. What are the three biggest lessons you’ll take away from this mentorship?
2. Was there a moment when you realized you were seeing things from a new perspective? What was that moment, and what perspective did you gain?
3. What’s something you learned about yourself that you hadn’t considered before this experience?
4. If you had to put together a ‘guidebook’ for someone starting where you were, what would be the first chapter based on your experience?”

### Future Focus

Based on the conversations you had, set some new goals that you can pursue outside of the mentorship program. You can use the table below as guidance.

**Future Focus Table**

| **Future Competency Goal** | **Suggested Next Steps** | **Resources Needed** |
| --- | --- | --- |
| Public Speaking | Join a public speaking workshop | List of workshops, local groups |
| Advanced Legal Knowledge | Research tax laws | Online tax course, referrals |
| *(Add more rows as needed)* |  |  |

### Final Reflection and Closing

**Reflection Prompts for Closing**

* **What has this mentorship meant to you personally?***(Write reflections here)*
* **How do you want to stay connected moving forward?***(List follow-up steps or future communication plans)*
* **Final words of appreciation or closing thoughts**:  
  *(Share closing thoughts or expressions of gratitude here)*