



Screen  
Skills  
Ireland

## Screen Mentoring: Initial Report

Please complete this form using Adobe Acrobat Reader, save and return by email to:  
[mentoring@screenskillsireland.ie](mailto:mentoring@screenskillsireland.ie)

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MENTEE NAME

MENTOR NAME

DATE OF FIRST MEETING

MENTEE GOALS (PROFESSIONAL GOALS, CAREER GOALS AND PERSONAL GOALS):

AIMS AND OBJECTIVES FOR THE MENTORING PROCESS TO ADDRESS GOALS:

Empty rectangular box for writing aims and objectives.

ACTIONS FOR MENTEE OVER THE MENTORING PERIOD:

Large empty rectangular box for writing actions for the mentee.

### PROPOSED MENTORSHIP STRUCTURE

The Mentoring Scheme allows for 20 hours of mentoring time over a 5-10 meeting assignment, over a 12-month period. The meetings can be one to two hours with a minimum of five meetings and a maximum of ten, twenty hours in total. This is to allow flexibility according to the mentoring need and the mentor/mentee timings & commitments. As a guide, please outline the preferred structure for the 20 hours, as agreed by mentor and mentee, with the understanding that this may be subject to adjustment.