**Άσκηση 0.4**: Διάβασε τις φόρμες που θα χρησιμοποιηθούν στο πρόγραμμα καθοδήγησης. Σχεδίασε την πρώτη συνάντηση με τον συμβουλευόμενο.

**Meeting Log**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location of meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Length of meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Method of meeting (tick box as appropriate)

Face-to-face

Skype

Messenger

Other

Actions objectives achieved from last meeting

Challenges, solutions, and outstanding objectives

Steps for achieving objectives set at this meeting

Topics of the next meeting

Actions for mentee or mentor before the next meeting

Date of next meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Action plan**

**Mentee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mentor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date of meeting:

Length of meeting:

Action plan start date:

Estimated completion date:

Long term goals:

Short term goals and priorities What do I need to learn in order to achieve my goal?

Timescales:

Milestones:

Success criteria:

Additional comments: