**GNC Mentoring Programme**

**Mentoring Tracking Form**

At the end of the first mentoring meeting, you made an agreement regarding the objective(s) of the mentoring relationship, as well as establishing indicators to measure progress. The Mentoring Tracking Form will help you track progress across three different levels of change:

1. Learning: What has the mentee learned as a result of participating in the mentoring programme?
2. Behaviour: What is the mentee doing differently as a result of participating in the mentoring programme?
3. Results: How has the performance or effectiveness of the cluster or response improved as a result of participating in the mentoring programme?

Some guidance:

* Since the Mentoring Agreement is produced in the first mentoring meeting, it is not necessary to use the tracking form for the first mentoring meeting.
* For mentoring meeting 2, it is only necessary to complete the small tracking section. In these boxes you will record:
	+ The date and duration of the mentoring meeting
	+ The agreed actions that the mentee will complete before mentoring meeting 3
* For mentoring meeting 3, it is only necessary to complete the small tracking box again. However, from mentoring meeting three, it will be necessary to:
	+ Copy the agreed actions from ‘Agreed Action 1’ in the Mentoring Meeting 2 section to the same section in Mentoring Meeting 3. Do the same for agreed action 2, as required.
	+ Record any progress against those agreed actions in the ‘Progress on Action 1’ box. Continue with action 2, as required.
* Beginning with mentoring meeting 4, you will have the opportunity to track progress at each mentoring meeting against the three levels of indicators. It is not expected that there will be progress each week. If there is no progress, then leave the ‘progress’ box blank. However, if there is any progress, please be sure to include it, ideally with detail and/or examples.

The Mentoring Tracking Form is owned by the mentor. Both the mentor and mentee can participate in *completing* the form in whatever way works best for them. However, the mentor is accountable for *ensuring the form is completed*. The mentor should submit the form to XX at xx@unicef.org within one week after the date of each mentoring meeting.

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|  | **Mentoring Tracking Form****MENTOR: MENTEE:** |
| **MENTORING MEETING** **2** | **DATE:** | **DURATION:** |  |
| **AGREED ACTION 1:** |  |
|  |  |
|  |
| **AGREED ACTION 2:** |  |
|  |  |

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| --- | --- |
|  | **Mentoring Tracking Form****MENTOR: MENTEE:** |
| **MENTORING MEETING** **3** | **DATE:** | **DURATION:** |  |
| **AGREED ACTION 1:** |  |
| **PROGRESS ON ACTION 1:**  |  |
|  |
| **AGREED ACTION 2:** |  |
| **PROGRESS ON ACTION 2:**  |  |
|  | **Mentoring Tracking Form****MENTOR: MENTEE:** |
| **MENTORING MEETING** **4** | **DATE:** | **DURATION:** |  |
| **AGREED ACTION 1:** |  |
| **PROGRESS ON ACTION 1:**  |  |
|  |
| **AGREED ACTION 2:** |  |
| **PROGRESS ON ACTION 2:**  |  |

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| **MENTORING OBJECTIVE 1** | **LEARNING INDICATOR 1:** | **BEHAVIOUR INDICATOR 1:** | **RESULTS INDICATOR 1:** |
|  | **PROGRESS:** | **PROGRESS:** | **PROGRESS:** |
| **LEARNING INDICATOR 2:** | **BEHAVIOUR INDICATOR 2:** | **RESULTS INDICATOR 2:** |
| **PROGRESS:** | **PROGRESS:** | **PROGRESS:** |
|  |  |  |
| **MENTORING OBJECTIVE 2** | **LEARNING INDICATOR 1:** | **BEHAVIOUR INDICATOR 1:** | **RESULTS INDICATOR 1:** |
|  | **PROGRESS:** | **PROGRESS:** | **PROGRESS:** |
| **LEARNING INDICATOR 2:** | **BEHAVIOUR INDICATOR 2:** | **RESULTS INDICATOR 2:** |
| **PROGRESS:** | **PROGRESS:** | **PROGRESS:** |

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|  | **Mentoring Tracking Form****MENTOR: MENTEE:** |
| **MENTORING MEETING** **5** | **DATE:** | **DURATION:** |  |
| **AGREED ACTION 1:** |  |
| **PROGRESS ON ACTION 1:**  |  |
|  |
| **AGREED ACTION 2:** |  |
| **PROGRESS ON ACTION 2:**  |  |

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| --- | --- | --- | --- |
| **MENTORING OBJECTIVE 1** | **LEARNING INDICATOR 1:** | **BEHAVIOUR INDICATOR 1:** | **RESULTS INDICATOR 1:** |
|  | **PROGRESS:** | **PROGRESS:** | **PROGRESS:** |
| **LEARNING INDICATOR 2:** | **BEHAVIOUR INDICATOR 2:** | **RESULTS INDICATOR 2:** |
| **PROGRESS:** | **PROGRESS:** | **PROGRESS:** |
|  |  |  |
| **MENTORING OBJECTIVE 2** | **LEARNING INDICATOR 1:** | **BEHAVIOUR INDICATOR 1:** | **RESULTS INDICATOR 1:** |
|  | **PROGRESS:** | **PROGRESS:** | **PROGRESS:** |
| **LEARNING INDICATOR 2:** | **BEHAVIOUR INDICATOR 2:** | **RESULTS INDICATOR 2:** |
| **PROGRESS:** | **PROGRESS:** | **PROGRESS:** |

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|  | **Mentoring Tracking Form****MENTOR: MENTEE:** |
| **MENTORING MEETING** **6** | **DATE:** | **DURATION:** |  |
| **AGREED ACTION 1:** |  |
| **PROGRESS ON ACTION 1:**  |  |
|  |
| **AGREED ACTION 2:** |  |
| **PROGRESS ON ACTION 2:**  |  |

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| **MENTORING OBJECTIVE 1** | **LEARNING INDICATOR 1:** | **BEHAVIOUR INDICATOR 1:** | **RESULTS INDICATOR 1:** |
|  | **PROGRESS:** | **PROGRESS:** | **PROGRESS:** |
| **LEARNING INDICATOR 2:** | **BEHAVIOUR INDICATOR 2:** | **RESULTS INDICATOR 2:** |
| **PROGRESS:** | **PROGRESS:** | **PROGRESS:** |
|  |  |  |
| **MENTORING OBJECTIVE 2** | **LEARNING INDICATOR 1:** | **BEHAVIOUR INDICATOR 1:** | **RESULTS INDICATOR 1:** |
|  | **PROGRESS:** | **PROGRESS:** | **PROGRESS:** |
| **LEARNING INDICATOR 2:** | **BEHAVIOUR INDICATOR 2:** | **RESULTS INDICATOR 2:** |
| **PROGRESS:** | **PROGRESS:** | **PROGRESS:** |