INSTRUCTIONS FOR COMPLETING
THE MENTEE PORTFOLIO FORM (ADR-1008)

INSTRUCTIONS FOR MENTEEs

1) Complete “Section I: Skill Development Goals” of the Mentee Portfolio with the assistance and input of the Mentor.

INSTRUCTIONS FOR MENTORS

1) Indicate the number for the current co-mediation at the top of the document.

2) Review earlier Mentee Portfolio form(s) prior to beginning the pre-mediation discussion at the second and all subsequent co-mediations.

3) Discuss with the mentee his or her progress towards the skill development or goals previously identified and the nature of the current mediation case.

4) Identify goals for the mentee’s skill development during the current mediation case.

5) Observe the mentee during the mediation session, noting specifically the areas previously identified.

6) Complete the Mentee Portfolio form, noting both the mentee’s self-identified goals and the Mentor’s identified goals (if different). Include any recommendations for additional training (courses, readings, co-mediations, or other developmental activities).

7) Sign and date the Mentee Portfolio form and give to the mentee before concluding the de-briefing.

8) If the case has multiple sessions, the Mentee Portfolio should be completed at the end of each session and reviewed prior to the beginning of the next session. The comments at the end of each session of a multi-session mediation should be initialed and dated by the Mentor. A single Mentee Portfolio form can be used for a multi-session mediation.