**Weekly Review of Progress: Record of Subject Mentor Session**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Term:**  1a 1b 2a 2b 3a 3b | **Date:** | | | **Trainee:** | | | |
| **Reflections on Training Plan** | | | | | ✓ or 🗶 | | |
| Completed by Graduate Trainee prior to meeting | | | | |  | |  |
| Discussed with Subject Mentor at meeting | | | | |  | |  |
| **Review of Targets** | | | | | | | |
| How I addressed all of my targets from the last Weekly Review to include outcomes, training and impact on learners as appropriate: | | | | | | | |
| Review of Subject Knowledge Development targets from previous week: | | | | | | | |
| Standards verified at this meeting (make reference to the Performance Indicators and supporting evidence) | | | | | | | |
| **Identification of any issues and targets arising** | | | | | | | |
| Next training and teaching targets for development: | | Actions to take to meet these targets: | | | | | |
| **Targets reviewed and updated in Training Plan** ✓ or 🗶 | | | Yes | | | No | |
| Mentor signature: | Trainee signature: | | | | | | |