

Use this worksheet to document mentorship activities, time spent, and topics covered for continuing education credits. By maintaining detailed records, you can accurately track your professional development and demonstrate your commitment to growth within the facility management profession.

How to Use This Worksheet

This worksheet is designed to help you track and document key aspects of your mentorship. After each mentorship meeting, record the following details:

- **Contact Information:** Ensure both mentor and mentee details are up to date for clear communication.
- **Time Log & Topics Covered:** Record the duration of each meeting, topics discussed, and activities completed. Please see below for examples of topics and activities.
- **Meeting Notes:** Summarize key takeaways, action items, and any unresolved questions to revisit in future discussions.

Examples of Activities:

- Job shadowing
- Reviewing facility management case studies
- Participating in workshops or lessons
- Developing action plans for facility challenges
- Goal-setting and progress review meetings
- Exploring or teaching new technology
- Practicing presentation or public speaking skills
- Reviewing and providing feedback on written work
- Networking and introducing mentees at local events (if applicable)
- Engaging in mentorship-led volunteer activities

Examples of Topics:

- Facility management essentials
- Workplace strategy and hybrid environments
- Sustainability and the circular economy
- Budgeting and cost management
- Leadership and team-building skills
- Regulatory compliance and safety standards
- Diversity and inclusion in facility management.
- Risk management strategies.
- Emergency preparedness and response
- Space planning and optimization
- Emergency preparedness and response
- Leveraging technology for operational efficiency.

Meeting Notes

After each meeting, **mentees** should take notes to summarize the key discussion points. This helps both parties stay aligned on progress and next steps. Notes should include:

- Key takeaways
- Next steps or action items
- Any unresolved questions or topics for future discussion

By completing this worksheet, you're laying the groundwork for a productive and successful mentorship relationship. Keep track of your progress, and don't forget to revisit your plan as your needs evolve. Upload this worksheet along with your CFM Maintenance Worksheet in CAMP.

Mentor Name: _____ **Email:** _____

Phone: _____ **Address:** _____

City: _____ **State:** _____ **Zip Code:** _____

Mentee Name: _____ **Email:** _____

Phone: _____ **Address:** _____

City: _____ **State:** _____ **Zip Code:** _____

Time Log & Topics Covered

Document the time spent on mentorship activities and specific topics addressed. Attach additional sheets if necessary.

Date	Duration	Topics Covered	Activities Completed
12/5/24	1 Hour	Budgeting and Cost Management	Developing action plan for facility challenges

Total Hours Logged: _____

Meeting Notes

Summarize the key discussion points and outcomes for each meeting.

Notes: _____

