



Manchester Gold

Guidance for closing your relationship

Setting the Scene

Purpose: Conclude the partnership with clarity, celebrate progress, and identify future development steps for both the mentor and mentee.

How to use this template: Depending on what suits the style of both parties, you could either prepare in advance by making notes individually and then bring it to the session to share and discuss. Or you could work through the template together in the session through open conversation.

The questions in the template are suggestions, not all may feel relevant, or you may think of others during your conversations.

1. Reflections on the Mentoring Journey

What We Set Out to Achieve

- What were your original goals at the start of the partnership?
- Which goals have been fully achieved?
- Which goals evolved or changed over time?
- What have been the key milestones or breakthroughs?

2. Key Insights & Learnings

- What have you each learned from this partnership?
- What insights will you carry forward in your career or practice?
- What surprised you or challenged your thinking?
- What strengths did you discover or develop?

3. Feedback to Each Other

Feedback from Mentee to Mentor

- What did your mentor do that supported your development most effectively?
- What behaviours, approaches, or questions were particularly helpful?
- What could your mentor consider doing differently in future partnerships?

Feedback from Mentor to Mentee

- What progress has the mentee made that you'd like to highlight?
- What strengths or qualities have you observed in the mentee?

- What could the mentee continue developing after this programme?
- How has the mentee contributed to the partnership dynamic?

4. Evaluating the Partnership

What Worked Well in How We Partnered

- How effective were your meeting rhythms, communication styles, or tools?
- What made discussions productive or meaningful?
- What would you repeat in future mentoring relationships?

Opportunities to Improve Future Mentoring (for Both of Us)

- What would you each do differently next time?
- What have you learned about your own mentoring/learning style?
- Were there barriers you had to overcome, and how might those be addressed earlier in future partnerships?

5. Looking Ahead

Next Steps for the Mentee

- What goals will you continue working on beyond this programme?
- What further development, training, or stretch experiences might you pursue?
- What support do you need next, and from whom?

Next Steps for the Mentor

- What have you learned about your mentoring approach?
- What might you take forward into future mentoring relationships?
- Is there any development or upskilling you'd like to explore as a mentor?

6. Closing the Partnership

Use these prompts to formally conclude the cycle:

- Do you have any final advice or feedback for each other?
- How would you like to mark the end of this mentoring relationship?
- Do you plan to stay in touch informally?
- What boundaries or expectations should be set around future contact?
- Are there any final reflections you'd like to share?