

ACTIVITY SUMMARY FORM

«STRUCTURED INDIVIDUAL TRAINING ACTIVITY» (Mentoring, coaching, sponsorship, etc.)

Required supporting documentation - instruction

For this activity to be eligible, participants must report it by attaching a written summary of the meetings to this form, which serves as a supporting document.

Identification of the participants

Coach (including mentors and sponsors)		Learners	
Member number		Member number	
First name		First name	
Name		Name	
E-mail		E-mail	

Dates of the first and last meeting and number of hours

From:		To:		Total number of meeting hours:	
				Important: These types of activities are subject to a 10-hour limit per 2-year reference period	

Subjects (learning objectives)*This individual training activity was designed to help the learner*

deepen their knowledge in the following areas:	develop their skills (know-how) in the following areas:	develop the right attitudes (self-management) in the following areas:

Content

Topics discussed:

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Reference documents or other resources used:

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Confirmation and signature

We confirm that we participated in this structured individual training activity:

Coach's signature / Date	Learner's signature / Date