



ISAPS Mentor Program: Activity & Progress Tracking Log

This log is a mandatory document that must be regularly updated throughout the mentorship. It serves to track mentorship activities, monitor progress, document milestones achieved, and identify areas for further development.

- ✓ Mentees must update this log regularly, we advise doing so after each activity to ensure nothing is forgotten.
- ✓ A completed log must be submitted to ISAPS upon program completion to verify participation and qualify for a completion certificate.

1. Mentee Information

Mentee Name: _____

Mentor Name: _____

2. Activity & Engagement Log

Document all mentorship activities, including meetings, discussions, assignments, and training sessions.

Date	Activity/Discussion	Key Takeaways	Next Steps
<i>Example: Feb 10, 2026</i>	<i>Virtual discussion on managing patient expectations</i>	<i>Patients often overestimate results; it's important to communicate realistic outcomes clearly.</i>	<i>Review real consultation examples and discuss strategies in the next session.</i>
<i>Example: March 18, 2026</i>	<i>Attended ISAPS webinar on marketing for plastic surgeons</i>	<i>Personal branding and ethical marketing are key for building a sustainable practice.</i>	<i>Create a personal branding strategy and review it with mentor.</i>
<i>Example: April 2, 2026</i>	<i>Virtual Q&A on transitioning from training to private practice</i>	<i>Understanding financial planning, staff hiring, and operational costs is essential for success.</i>	<i>Research different practice models and discuss options in the next session.</i>

3. Skills & Knowledge Development

Track new skills, competencies, and knowledge gained during the mentorship.

Skill/Topic	Learning Outcome	Application in Practice
<i>Example: Managing Difficult Patient Conversations</i>	<i>Learned how to handle unrealistic patient expectations and difficult questions with professionalism</i>	<i>Will apply these strategies in future patient consultations</i>
<i>Example: Networking & Career Growth</i>	<i>Gained insights on how to build a professional network and leverage connections for career opportunities</i>	<i>Connected with three new surgeons at an ISAPS event</i>
<i>Example: Business & Practice Management</i>	<i>Learned about practice models, marketing</i>	<i>Developing a long-term career plan based on mentor's guidance.</i>

	<i>strategies, and financial planning.</i>	

Once the mentorship is complete, mentees must submit this fully completed log to ISAPS as part of their required materials to receive their program completion certificate.