

## MENTORING PROGRAM ACTION PLAN TEMPLATE

Mentor: \_\_\_\_\_

Mentee: \_\_\_\_\_

### MENTEE'S GOALS

*Your professional goals*

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*Your academic goals*

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*How will you measure your goals*

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*Possible challenges for these goals*

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**MENTOR'S GOALS**

*Mentor's goals for the program*

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*Possible resources provided by the mentor to help with these goals*

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*Communication preferences (method and best days/times)*

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*Next meeting(s) Time and Location*

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*Any potential conflicts*

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## EXPECTATIONS

*Expectations of each other*

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*Think about how you will give and receive feedback-what is preferred?*

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## AGREEMENT

I intend to maintain professional conduct at all times, during each meeting, event, and through all communication.

I intend to maintain confidentiality at all times, during each meeting, event, and through all communication.

**Mentor:** \_\_\_\_\_

**Mentee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_