MENTORING PROGRAM ACTION PLAN TEMPLATE

Mentor: ____________________________  Mentee: ____________________________

MENTEE’S GOALS

Your professional goals

Your academic goals

How will you measure your goals

Possible challenges for these goals
MENTOR’S GOALS

Mentor’s goals for the program

Possible resources provided by the mentor to help with these goals

Communication preferences (method and best days/times)

Next meeting(s) Time and Location

Any potential conflicts
EXPECTATIONS

Expectations of each other

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

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: ___________________________