**MENTORING ACTION PLAN**

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| **BASIC INFO** | |
| Mentor Name |  |
| Mentee Name |  |
| Contact Info |  |

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| **MEETINGS** | | |
| Total # |  |
| Frequency |  |
| Overall Objective |  |

**Set-up Meeting Dates:** Mentee

**Preparation for Meeting:** Mentee prepares update on goal/actions from last meeting

Mentor prepares questions to facilitate upcoming conversation and reviews progress

**Example Meeting Format:**  Restate the Overall Goal to which both committed in Meeting #1

Review what actions were taken since the last meeting

Assess if progress was made – what worked? What didn’t work? (Facilitate with questions)

Generate ideas for next step actions – stay the same, or shift?

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| **ACTION PLAN** | | | |
| **DATE** | **GOAL** | **WINS/OBSTACLES** | **ACTIONS TO BE TAKEN** |
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