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Description automatically generated with medium confidence

**Mentoring Action Plan – The Kickoff Meeting and Beyond**

|  |  |
| --- | --- |
| Mentee Information |  |
| Name |  |
| Title/Role |  |
| Email |  |
| Phone |  |
| LinkedIn Profile |  |

|  |  |
| --- | --- |
| Mentor Information |  |
| Name |  |
| Title/Role |  |
| Email |  |
| Phone |  |
| LinkedIn Profile |  |

Mentoring Goals and Objectives:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Goal | Start Date | End Date | Status | Notes | Tasks Remaining |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

***Plan your next set of meetings so they’re on your calendar already! Send the meeting invitations out after you meet so you can have it on your calendars already.***

Meeting Schedule:

|  |  |  |
| --- | --- | --- |
| Month | Meeting Date | Meeting Link |
|  |  |  |
|  |  |  |
|  |  |  |
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**Helping the Mentee Beyond the Kick Off Meeting:**

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| --- |
| What would help the mentee in this relationship, now that you’ve met each other? Work-related? Personal? Getting to their short term or long term goals? List any goals the mentee would like help with and any progress towards it. |
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