

# Mentoring action plan

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| --- | --- |
| **Name of mentor:** |  |
| **Name of mentee:** |  |

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| --- | --- |
| **Contact details** |  |
| Company |  |
| Email address |  |
| Telephone |  |

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| **Logistics** |  |
| When? |  |
| Where? |  |
| How long? |  |
| Frequency? |  |
| Who is responsible for initiating? |  |

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| --- | --- |
| **Goals** |  |
| 1. |  |
| 2. |  |
| 3. |  |

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| **Goal 1** | **Measurement** | **Start date** | **End date** | **Notes** |
| Actions |  |  |  |  |
| a. |  |  |  |  |
| b. |  |  |  |  |
| c. |  |  |  |  |

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| **Goal 2** | **Measurement** | **Start date** | **End date** | **Notes** |
| Actions |  |  |  |  |
| a. |  |  |  |  |
| b. |  |  |  |  |
| c. |  |  |  |  |

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| **Goal 3** | **Measurement** | **Start date** | **End date** | **Notes** |
| Actions |  |  |  |  |
| a. |  |  |  |  |
| b. |  |  |  |  |
| c. |  |  |  |  |

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| **Follow up items** | **Next Step**  | **Timeline**  |
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**Meeting notes:**

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