

Mentoring Action Plan Template

Mentoring is the act of providing guidance in the workplace to a less-experienced employee, called a mentee. A mentor may either be another employee of the company or a professional from outside of the company. The mentor is a role model who shares knowledge and advice to help the employee grow professionally.

Mentoring Action Plan Template

Mentee Information

Name	<i>Enter Name</i>
Title	<i>Enter Title</i>
Email	<i>Enter Email</i>
Phone	<i>Enter Contact No</i>

Mentor Information

Name	<i>Enter Name</i>
Title	<i>Enter Title</i>
Email	<i>Enter Email</i>
Phone	<i>Enter Contact No</i>

Mentoring objectives

--

Action Plan

<i>Date</i>	<i>Milestones</i>

Progress Summary

--

Running Notes

--