

Mentoring Action Plan Worksheet

Creating a Mentoring Action Plan helps mentors and mentees work together to create a framework for their mentoring relationship.

Step 1: Define the goal the mentee hopes to achieve by the completion of the mentoring relationship. Ensure the goal is SMART.

Step 2: Identify strategic actions that help the mentee reach their goal.

Step 3: For each strategic action:

- Determine mentee’s action steps.
- Determine mentor’s action steps.
- Identify potential obstacles and challenges.
- Identify resources needed.
- Set a timeline for completion.



Goal

Strategic Action 1				
Mentee Action Steps	Mentor Action Steps	Potential Challenges/Obstacles	Resources Needed	Projected Date of Completion
Success Measures				
Notes				

Strategic Action 2				
Mentee Action Steps	Mentor Action Steps	Potential Challenges/Obstacles	Resources Needed	Projected Date of Completion
Success Measures				
Notes				

Strategic Action 3				
Mentee Action Steps	Mentor Action Steps	Potential Challenges/Obstacles	Resources Needed	Projected Date of Completion
Success Measures				
Notes				

Strategic Action 4				
Mentee Action Steps	Mentor Action Steps	Potential Challenges/Obstacles	Resources Needed	Projected Date of Completion
Success Measures				
Notes				

Strategic Action 5				
Mentee Action Steps	Mentor Action Steps	Potential Challenges/Obstacles	Resources Needed	Projected Date of Completion
Success Measures				
Notes				