

Mentoring Plan - Basic Information

Mentee information

First and Last Name	
Rank	
Department	
Preferred Email	
Preferred Phone	

Mentor information

First and Last Name	
Rank	
Department	
Preferred Email	
Preferred Phone	

Mentoring meetings

Meeting Frequency	
Day and time	
In-person or virtual	
Venue / Platform	

NB: It is the responsibility of the Mentee to set-up meetings. Mentors must be given sufficient notice if meeting is requested by the Mentee.

Mentoring evaluation

Duration of Agreement	
Frequency of agreement review	
Frequency of evaluation of relationship	
Mediator, who will problems be referred to	

Mentoring Plan – Mentee Attributes

1. List your strengths

2. List your weaknesses

3. List your greatest challenges

4. List your opportunities

Mentoring Plan – Mentee Goals

1. Describe your long-term career plans

2. Describe your short-term career plans

a. One year goal:

b. Three-year goal:

c. Five-year goal:

Mentoring Plan – Mentee Development Plan

List the skills and behaviours you want to develop. Examples include but are not limited to: Administrative skills, management skills, leadership skills, research skills, interpersonal skills, teaching and training skills, clinical skills, social connections, writing skills, presentation skills, public speaking, building collaborations, work-life balance, academic credentialling and promotion, CV preparation or any other items that could help prepare you to reach their career goals. Additional items can be added throughout the mentoring process

[illegible]

Mentoring Plan – Mentee Development Goals

Date: _____

Setting goals is an important part of the programme. When setting goals follow the SMART model:

- **Specific:** What do you want to be accomplished and what will you do to achieve this goal? This involves being specific with every part of your SMART goal.
- **Measurable:** What data will be used for goal measuring? Making your goal measurable will help you track your progress.
- **Achievable:** Is achieving this goal possible? What skills, resources or knowledge will you need to acquire to achieve the goal.
- **Relevant:** Why is this goal important? Making sure your goal is relevant ensures it relates to your other broad or rather, ultimate goals.
- **Time-bound:** When does the goal need to be completed? This takes into account the time period that this goal needs to be achieved

Specific Goal	Measurements	Achievable	Relevance	Timeline

Mentoring Plan – Progress Report

Date: _____

Progress in terms of the achievement of goals should be monitored regularly.

Goal	Status	Key issues	Action plan	Timeline