

# ACTION PLAN

**MENTEE NAME:**

**MENTOR NAME:**

## STEP #1

Prior to your second meeting, identify up to five developmental objectives you would like to accomplish during your mentoring relationship. Submit to your mentor prior to your second meeting to all your mentor time to review.

An objective is a specific, action-oriented, and measurable goal that you would like to achieve in a specified timeframe.

### Objectives:

- 1.
- 2.
- 3.
- 4.
- 5.

## STEP #2

During your second meeting, you and your mentor will work to identify the needed action steps, support networks, potential barriers, and success measures for each of the identified objectives using the worksheet on the next page (*please note that this step does not need to be completed for all objectives during the second meeting. This should be a living document that is visited and updated as needed*).

**Mentee Action Steps:** Specific, measurable, attainable, realistic, and time bound actions the mentee will take to achieve their objective.

**Mentor Action Steps:** Specific, measurable, attainable, realistic, and time bound actions the mentor will take to achieve their objective.

**Support Network(s):** Other support networks that are needed to achieve the identified objective (i.e. supervisor, peers, etc)

**Potential Barriers:** Steps that should be taken to mitigate risk.

# ACTION PLAN

		Target Completion Date(s)
<b>Objective #1:</b>		
<b>Mentee Action Steps</b>	1.	
	2.	
	3.	
	4.	
	5.	
<b>Mentor Action Steps</b>	1.	
	2.	
	3.	
	4.	
	5.	
<b>Support Network(s)</b>	1.	
	2.	
	3.	
	4.	
	5.	
<b>Potential Barriers</b>	1.	
	2.	
	3.	
	4.	
	5.	

# ACTION PLAN

		Target Completion Date(s)
<b>Objective #2:</b>		
<b>Mentee Action Steps</b>	1.	
	2.	
	3.	
	4.	
	5.	
<b>Mentor Action Steps</b>	1.	
	2.	
	3.	
	4.	
	5.	
<b>Support Network(s)</b>	1.	
	2.	
	3.	
	4.	
	5.	
<b>Potential Barriers</b>	1.	
	2.	
	3.	
	4.	
	5.	

# ACTION PLAN

		Target Completion Date(s)
<b>Objective #3:</b>		
<b>Mentee Action Steps</b>	1.	
	2.	
	3.	
	4.	
	5.	
<b>Mentor Action Steps</b>	1.	
	2.	
	3.	
	4.	
	5.	
<b>Support Network(s)</b>	1.	
	2.	
	3.	
	4.	
	5.	
<b>Potential Barriers</b>	1.	
	2.	
	3.	
	4.	
	5.	

# ACTION PLAN

		Target Completion Date(s)
<b>Objective #4:</b>		
<b>Mentee Action Steps</b>	1.	
	2.	
	3.	
	4.	
	5.	
<b>Mentor Action Steps</b>	1.	
	2.	
	3.	
	4.	
	5.	
<b>Support Network(s)</b>	1.	
	2.	
	3.	
	4.	
	5.	
<b>Potential Barriers</b>	1.	
	2.	
	3.	
	4.	
	5.	

# ACTION PLAN

		Target Completion Date(s)
<b>Objective #5:</b>		
<b>Mentee Action Steps</b>	1.	
	2.	
	3.	
	4.	
	5.	
<b>Mentor Action Steps</b>	1.	
	2.	
	3.	
	4.	
	5.	
<b>Support Network(s)</b>	1.	
	2.	
	3.	
	4.	
	5.	
<b>Potential Barriers</b>	1.	
	2.	
	3.	
	4.	
	5.	