**Logo, company name

Description automatically generatedMentoring Action Plan Worksheet**

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

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| **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. | key performance indicator with smart goals - smart goals stock illustrations |

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

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

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

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

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