**Mentorship Plan Template**

|  |  |
| --- | --- |
| Mentee |  |
| Mentor |  |
| Department / Function |  |
| Mentorship Start Date |  |
| Mentorship End Date |  |



**Mentorship Goals (SMART)**

|  |  |  |
| --- | --- | --- |
| SMART | Goal | Timeframe |
| **S**pecific |  |  |
| **M**easurable |  |  |
| **A**chievable |  |  |
| **R**elevant |  |  |
| **T**ime-Bound |  |  |

**Role Expectations**

|  |  |
| --- | --- |
| Role | Responsibilities |
| Mentor |  |
| Mentee |  |
| Leadership (if applicable) |  |

**Learning Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| Activity | Description | Frequency | Owner |
| One-on-One Meetings |  |  |  |
| Job Shadowing |  |  |  |
| Skills Development |  |  |  |
| Networking and Exposure |  |  |  |
| Project-Based Learning |  |  |  |

**Learning Investments**

|  |  |  |  |
| --- | --- | --- | --- |
| Activity | Description | Frequency | Owner |
| One-on-One Meetings |  |  |  |
| Job Shadowing |  |  |  |
| Skills Development |  |  |  |
| Networking and Exposure |  |  |  |
| Project-Based Learning |  |  |  |

**Action Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| Development Activity | Target Date | Owner | Status |
|  |  |  | In Progress |
|  |  |  | Not Started |
|  |  |  | Scheduled |
|  |  |  | Not Started |
|  |  |  | Pending |
|  |  |  | Pending |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   | **Week 1** | **Week 2** | **Week 3** | **Week 4** | **Week 5** | **Week 6** | **Week 7** | **Week 8** | **Week 9** | **Week 10** | **Week 11** | **Week 12** |
|  | **X** |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

**Key Performance Indicators (KPIs)**

|  |  |  |
| --- | --- | --- |
| KPI | Measurement | Target |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Post-Mentorship Plan**

|  |  |  |
| --- | --- | --- |
| Category | Description | Next Steps |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Review and Acknowledgement**

|  |  |
| --- | --- |
| Mentee |  |
| Mentor |  |
| Manager |  |
| Date |  |

|  |
| --- |
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