**Mentorship Plan Template Example**

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| --- | --- |
| Mentee | Hilda Wilson |
| Mentor | Jason Desjardins |
| Department / Function | Marketing |
| Mentorship Start Date | MM/DD/YY |
| Mentorship End Date | MM/DD/YY |



**Mentorship Goals (SMART)**

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| --- | --- | --- |
| SMART | Goal | Timeframe |
| **S**pecific | Improve leadership and strategic planning skills | Six months |
| **M**easurable | Lead two marketing strategy sessions, receive feedback from the mentor | By Q4 20XX |
| **A**chievable | Utilize mentorship guidance and training sessions | Ongoing |
| **R**elevant | Aligns with career growth and department needs | Immediate application |
| **T**ime-Bound | Apply leadership skills in a significant campaign by mentorship end date | September 20XX |

**Role Expectations**

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| --- | --- |
| Role | Responsibilities |
| Mentor | Guide leadership, review marketing strategies, and offer feedback on project management |
| Mentee | Actively participate in sessions, apply feedback, and lead a marketing initiative |
| Leadership (if applicable) | Support mentee's growth, provide additional learning opportunities |

**Learning Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| Activity | Description | Frequency | Owner |
| One-on-One Meetings | Discuss career growth, leadership challenges, and goal progress | Biweekly | Mentor and Mentee |
| Job Shadowing | Observe mentor leading strategy meetings | Monthly | Mentee |
| Skills Development | Attend leadership and marketing training workshops | Quarterly | Mentee |
| Networking and Exposure | Engage with senior marketing professionals, attend industry events | Ongoing | Mentee |
| Project-Based Learning | Lead a campaign strategy session and present results | One Time | Mentee |

**Learning Investments**

|  |  |  |  |
| --- | --- | --- | --- |
| Activity | Description | Frequency | Owner |
| One-on-One Meetings | Discuss career growth, leadership challenges, and goal progress | Biweekly | Mentor and Mentee |
| Job Shadowing | Observe mentor leading strategy meetings | Monthly | Mentee |
| Skills Development | Attend leadership and marketing training workshops | Quarterly | Mentee |
| Networking and Exposure | Engage with senior marketing professionals, attend industry events | Ongoing | Mentee |
| Project-Based Learning | Lead a campaign strategy session and present results | One Time | Mentee |

**Action Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| Development Activity | Target Date | Owner | Status |
| Job Shadowing | MM/DD/YY | Mentee | In Progress |
| Training / Workshop | MM/DD/YY | Mentee | Not Started |
| Network Event | MM/DD/YY | Mentee | Scheduled |
| Project Assignment | MM/DD/YY | Mentee | Not Started |
| Review and Feedback Session | MM/DD/YY | Mentor | Pending |
| Next Review | MM/DD/YY | Mentor | 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** |
| Job Shadowing | **X** |  |  | **X** |  |  |  | **X** |  |  |  |  |
| Training / Workshop |  |  | **X** |  |  | **X** |  |  |  |  |  |  |
| Networking Event |  |  |  |  | **X** |  |  |  |  | **X** |  |  |
| Project Assignment |  |  |  |  |  |  |  | **X** |  |  |  |  |
| Review & Feedback Session |  |  |  |  |  |  |  |  |  |  |  | **X** |

**Key Performance Indicators (KPIs)**

|  |  |  |
| --- | --- | --- |
| KPI | Measurement | Target |
| Mentee Session Attendance | Number of scheduled mentor meetings attended | 90% or higher |
| Leadership Skill Development | Successful completion of assigned leadership tasks | 100% |
| Project Completion | Delivery of assigned mentorship project | On-time completion |
| Networking Growth | Number of industry connections made | At least five |

**Post-Mentorship Plan**

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| --- | --- | --- |
| Category | Description | Next Steps |
| Key Achievements | Improved leadership and decision-making skills | Apply skills in future projects |
| Ongoing Development | Further refinement of strategic planning abilities | Enroll in advanced leadership courses |
| Networking and Career Growth | Expanded industry connections and visibility | Continue participating in marketing forums |
| Future Mentorship Opportunities | Potential to become a mentor in the future | Volunteer for mentorship initiatives |

**Review and Acknowledgement**

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| --- | --- |
| Mentee | Hilda Wilson |
| Mentor | Jason Desjardins |
| Manager | Jamal King |
| Date | MM/DD/YY |

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