

Mentorship Action Plan

Last revised: May 2022
Last reviewed: May 2022
Next review: May 2023

This form should be used to setup individual Goals, and Corporate Goals for the Mentee.

Individual Goals

Developmental Priorities	Action Plan	Date	Notes
1.	Short Term –		
	Long Term –		
2.	Short Term –		
	Long Term –		
3.	Short Term –		
	Long Term –		

Corporate Goals

Developmental Priorities	Action Plan	Date	Notes
Corporate Values: Enhance competence in one of the four Corporate Values: _____	Short Term –		
	Long Term –		
Leadership Competencies: Enhance competence in one of the Leadership Competencies : _____	Short Term –		
	Long Term –		

PLEASE NOTE: It is highly recommended that consideration be given to incorporating the Mentorship Action Plan into the competency and developmental planning component of the Planning for Success and/or In-Scope Work Planning and Review – as well as keeping your immediate supervisor updated on your Mentorship Action Plan. Research indicated that best practice organizations link mentoring and performance management to ensure that mentoring is a strategic activity. This is optional for the Supervisor and Mentee to determine.