

Mentor Program Planning Document

Mentee <i>Full Name:</i> <i>Preferred Name:</i> <i>Work Address:</i> <i>Email:</i> <i>Telephone Number:</i>	Mentor <i>Full Name:</i> <i>Preferred Name:</i> <i>Work Address:</i> <i>Email:</i> <i>Telephone Number:</i>
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Goal

Use this space to outline the skill that this mentorship will principally focus on, and what the end result will look like.

Target Completion Date:

Other Key Dates

List any important dates during the mentorship such as individual target dates, or holidays.

Date	Description

Schedule

How often will the mentor and mentee meet?

Schedule Owner

Who will be responsible for making sure the schedule is adhered to and plan meetings?

Measures of Success

What measures can be used to track progress and inform the success or failure of the mentorship?