Template: Mentorship Action Plan

Mentorship is an informal relationship where an experienced woman or woman leader (mentor) helps to guide and encourage another woman or adolescent girl (mentee). Mentor: mentee relationships can occur naturally, but when these relationships are arranged it can be beneficial to agree on preferences for meeting and communication, types of support, goals, and principles of the relationship. The following action plan be adapted to help participants of mentorship initiatives agree on the purpose and terms of their relationship.

# Time Commitment:

* Agree on frequency and duration of meetings
* Agree on means of communication
* Agree on a schedule for checking in on the mentor: mentee relationship

## We will prioritize the following forms of mentor support (check those that apply):

* + Encouragement ☐ Support in problem-solving
  + Advice related to learning ☐ Discuss challenges related to holding leadership positions
  + Professional advice ☐ Other (please describe)
  + Help in tracking progress towards achieving goals

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| **Expectations** | |
| **Mentor** | **Mentee** |
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| **Preferences for Style of Communication** | |
| **Mentor** | **Mentee** |
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| **Fears or Concerns to Share** | |
| **Mentor** | **Mentee** |
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# Mentee Goals

The mentee can identify specific goals and then work with a mentor to consider steps to reach that goal, using the table below.

## Examples:

* To learn more about a field of work **•** To improve my communication skills
* To receive advice about my education or career path
* To learn more about serving as a leader
* To strengthen my network **•** To seek advice about overcoming challenges

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| **Specific Goal** | **Steps to Reach Goal** | **Support requested from mentor** | **Timeframe** | **Challenges** |
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# Terms of Relationship

We are both voluntarily entering into this mentor: mentee relationship. We agree to focus on meeting the mentee’s goals. We agree to build a trusting and honest relationship. The mentor will provide constructive feedback and advice, and the mentee will maintain an open mind. We agree to respect each other’s

time and communicate respectfully. If we are not able to communicate effectively, or if either party feels the relationship is not meeting the intended purposes, we are free to discontinue the mentor: mentee relationship with respect.

**Confidentiality:** The details of our communication should be kept confidential and should not be shared with other parties unless mutually agreed.

**Option of signatures to agreement.**

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