

MENTORING ACTION PLAN TEMPLATE

MENTORING ACTION PLAN

Name	
Business Name	
Start Date	
End Date	
GOALS AND OBJECTIVES	
Short-term Goals (0-6 months)	Can specify short-term goals and objectives the new hire should achieve within their first 6 months.
Medium-term Goals (6-12 months)	Can specify medium-term goals and objectives the new hire should aim to accomplish within their first 12 months.
Long-term Goals (12+ months)	Outline the long-term goals and objectives for the new hire, which should be achieved within their first 12+ months.
APPROVED ACTIVITIES	
1. Orientation and Onboarding	Describe the activities and tasks involved in the new hire's orientation and onboarding process, including introductions to team members, company culture, and policies.
2. Training and Skill Development	Identify the training sessions and skill development opportunities that the new hire should participate in during their first few months.
3. Regular Check-ins	Specify the frequency of regular check-in meetings between the mentor and the new hire (e.g., weekly, bi-weekly, or bi-monthly) in various formats (in-person, video conference, etc.).
4. Feedback and Evaluation	List any opportunities for the new hire to provide their input or offer feedback on their progress to gain a deeper understanding of their role and the company's operations.
5. Goal Tracking and Feedback	Outline how progress towards goals will be monitored and when feedback sessions will take place to discuss any challenges, provide guidance, and adjust timelines if necessary.
6. Resources and Support	Specify any resources, tools, or support that will be provided to help the new hire achieve their goals.

2-PAGE TEMPLATE

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