## Mentoring Action Plan: Template 1

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| --- | --- |
| Date of meeting: |  |
| Mentee name: |  |
| Mentor name: |  |
| **Agenda** |
| Recent achievement(s): | (free text) |
| Progress from last meeting: |  |
| Goals and objectives today: | 1)2)3) |
| **Plan** |
| Goal 1 | **Agreed action plan:****Indication of completion:****Estimated completion date:** |
| Goal 2 | **Agreed action plan:****Indication of completion:****Estimated completion date:** |
| Goal 3 | **Agreed action plan:****Indication of completion:****Estimated completion date:** |