## 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:** |