# Mentoring Action Plan

A successful mentoring relationship depends on a plan that includes collective commitments, specific goals, and agreements about confidentiality. The Mentoring Action Plan should be completed by the mentor and mentee, together.

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| Mentor Name:  Role in Organization:  Email Address:  Phone Number: | Mentee Name:  Role in Organization:  Email Address:  Phone Number: |

## Collective Commitments

By starting with collective commitments, you will build trust, clarify expectations of one another, and establish points of reflection.

1. Using the four questions below, take three minutes to privately brainstorm commitments that are important to you.
   * What are our commitments about attendance?
   * What are our commitments about participation?
   * What are our commitments about how we will interact with each other?
   * What are other necessary commitments that don’t fit these three categories?
2. Share your responses and then pare down the number of ideas under each question to get to what’s most important.
3. Create your list of collective commitments below:

## Goals of Mentoring Relationship

Using the [Mentee Self-Assessment](https://greyhound-tortoise-epa8.squarespace.com/s/MenteeSelfAssessmentv2.docx) and [Ohio’s Educator Standards](http://education.ohio.gov/Topics/Teaching/Educator-Equity/Ohio-s-Educator-Standards), identify three goals that will be used to guide collegial activities.

### Goal #1:

*How can mentor support mentee in achieving this goal?*

*What is the mentee accountable for?*

### Goal #2:

*How can mentor support mentee in achieving this goal?*

*What is the mentee accountable for?*

### Goal #3:

*How can mentor support mentee in achieving this goal?*

*What is the mentee accountable for?*

## Confidentiality

Any sensitive issues that we discuss will be held in confidence. Issues that are off-limits in this relationship include:

We are committed to open and honest communication in our relationship. We will discuss and attempt to resolve any conflicts as they arise. If, however, one of us needs to terminate the relationship for any reason, we agree to abide by one another’s decision.

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| Mentor Signature |  | Mentee Signature |