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MENTORING ACTION PLAN



What is a Mentoring Action Plan (MAP)?

A Mentoring Action Plan (MAP) can help build a bridge between where the mentee is now to where they want to be in the future. An effective plan addresses developmental areas that are important to the mentee, produce a concrete result, and most importantly, are manageable in scope.

Here are some thoughts-provoking questions for developmental planning:

- What are the skill(s) you want to develop?
- What type of organizational knowledge do you need to develop?
- What new partnership and alliances are you hoping to make?
- How will you know when you have successfully enhanced this skill?
- What developmental activities would help you to develop the most?
(Brainstorm a list of possibilities and options.)
- How will you apply your new skill on-the job?

Creating a Vision Statement

Formulating a vision statement is the ability to see yourself in a situation that has not yet occurred. The following questions will help focus your thoughts on creating a vision of where you see yourself in five years:

- Where do you want to be?
- What do you want to be known for?
- What do you stand for?
- How are you making a difference?

Sample Vision:

My personal vision is to be recognized for my positive contributions to the department and for getting things done while maintaining positive relationships with my peers, supervisors and managers.

Mentoring Goals and Objectives:

After you formulate your vision statement, the next step is to create solid mentoring goals and objectives. These goals and objectives will be the driving force of your mentoring relationship and will create a starting point for the mentee and mentor to come up with learning activities.

Sample Mentoring Goals and Objectives:

- To develop a better understanding of the organizational structure
- Fine-tune presentation skills
- Enhance my reputation as a _____.

Having someone to support you for your mentoring goals is important for two reasons. The first is that it is nice to know you have someone who can coach you and not only wants you to succeed but will help you get there. The second reason is to have someone who can hold you accountable for completing your goals.

