

Mentoring preparation template

Mentoring can provides perspective to the employee when they have exhausted their current level of knowledge, experience and thinking. Mentoring can empower, support and encourage people to manage their own learning.

Details			
Mentor			
Mentee			
Date		Review Date	

Mentoring preparation

What is the mentoring being set up to achieve?

When and where will the mentoring take place?

What is needed from the mentee and mentor to ensure success?

What does success look like? How will it be reviewed?

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