



# MENTOR WORK SHEET

## Goal setting

Mentor's goals	Mentee's goals
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

**Mentoring plan:** *List goals together; check once completed* ✓

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

### Communication

Preferred method (i.e. e-mail, phone, over coffee) ( <i>Mentor</i> )	
Preferred method (i.e. e-mail, phone, over coffee) ( <i>Mentee</i> )	
Availability for meetings (i.e. face to face, phone, msn) ( <i>Mentor</i> )	
Availability for meetings (i.e. face to face, phone, msn) ( <i>Mentee</i> )	

**Communication plan** (*be clear on time expectations and the needs of the partnership*)