**Mentee Development Plan Template**

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| **Mentee Details** |  |
| Name |  |
| Job Title |  |
| Organisation |  |
| **Mentor Details** |  |
| Name |  |
| Job Title |  |
| Organisation |  |

Your first meeting is an opportunity to introduce yourself and establish if a mentor/mentee relationship will work. After initial introductions the mentor should discuss the following questions with the mentee.

**What goals are you looking to achieve via the mentoring programme?**

**What are your top three Strengths?**

1)

2)

3)

**What are your top three Development Needs?**

1)

2)

3)

Based on the Mentee’s answers to the above questions and dialogue the mentor should draw from his or her experience to create one or more structured development actions and these should be recorded below.

**Meeting Date (DD/MM/YY)**

**Overview of Discussion (to be completed by Mentor)**

Key Discussion Point 1

Key Discussion Point 2

Key Discussion Point 3

**Development Focus Theme/Areas (to be completed by the Mentor)**

Overview:

**Development Action Required**

Action 1

Action 2

Action 3

Following the above being established the mentee should address the above action points. Meeting 2 and beyond should be used to review these action points and establish progress.

**Your Final Meeting**  
  
At your final meeting the mentor should discuss the above and establish if development needs have been met via a review of the Development Actions/results achieved.

Follow-on recommendations may be suitable and we recommend that the Mentor initiates 360-degree feedback to establish how they have performed as a mentor.

The MemberWise Network welcomes feedback and recommendations linked to the Mentor Service. Please send these to [info@memberwise.org.uk](mailto:info@memberwise.org.uk)

**Disclaimer**

*I acknowledge that I understand that MemberWise has no role in MemberWise Mentoring other than providing a means for MemberWise Connect community members to connect with prospective mentors and mentees. I represent and warrant that I will comply with all United Kingdom laws and regulations, as well as the ethical and licensure requirements of my profession, directly or indirectly applicable to me and my participation in MemberWise Mentoring and any mentoring activity that follows. I acknowledge that I have sole responsibility for the decision to engage in any mentoring activities I undertake and expressly disclaim any liability by the MemberWise Network for any causes of action or liability related to my participation in MemberWise Mentoring and/or any relationships or activities it generates, including, but not limited to improper use of data, information or other information transmitted or received.*