



## PLANNING MEETING TEMPLATE FOR MENTORS & MENTEES

### CONTACT INFORMATION:

|                                    | Mentor | Mentee |
|------------------------------------|--------|--------|
| Cell Phone:                        |        |        |
| Alternate Phone:                   |        |        |
| Primary Email:                     |        |        |
| Alternate Email:                   |        |        |
| Preferred method of communication: |        |        |

### MENTORING LOGISTICS:

- How often will we connect in person, by phone, by email? What is reasonable based on our schedules? Are there vacations, busy periods, etc. that we should account for in our planning? \_\_\_\_\_  
\_\_\_\_\_
- When we meet in person, where is the best place for us to meet? \_\_\_\_\_  
\_\_\_\_\_
- What are our expectations when one of us reaches out to the other? Do we expect a response within 24 hours, 48 hours, or something else altogether? \_\_\_\_\_  
\_\_\_\_\_

### MENTORING GOALS (MENTEE):

- What are the primary goals that I would like to achieve through this mentoring relationship? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- What are my commitments to this mentoring relationship? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MENTORING GOALS (MENTOR):**

- What are the primary goals that I would like to achieve through this mentoring relationship? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- What are my commitments to this mentoring relationship? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* \* \*