

Action Plan

Use this template to outline an action plan for your mentoring relationship, considering any tasks or assignments or key interactions and situations. Additionally, come to a consensus on frequency and primary mode of communication that will work best for both parties.

Mentoring Objective	Measure(s) of Progress toward Objective

Task or Assignment	End Results and Time Frames	Documents and Support (level of sensitivity?)

Key Interactions/ Situations	Expected Challenges and Results	Documents and Support (level of sensitivity?)

Notes:

Key Interactions/Situations mainly involve "soft skills," e.g. colleague interaction, achieving buy-in, presentations, facilitating meetings...

Level of Sensitivity refers to SBU, classified or procurement sensitive documents. Determine ability and method for sharing with mentor.

Other Relevant Information (optional)

Communication: The Mentor and Mentee agree to communicate as follows:

- Method _____
- Frequency _____
- *If unable to make appointment, each will agree to provide timely notice in advance.*

How to Evaluate Progress: The Mentor and Mentee agree to the following as follows:

- 360 Feedback
- Other?

Mentee's Relevant AEF Objectives and Performance Measures: _____

Mentee's USAID Career and Other Goals: _____

Skills and experience needed to perform at the next level of leadership (e.g. office director, mission director, AA, etc): _____