Mentoring Toolkit Template

Section	Content
1. Introduction	
Purpose of the Toolkit	- Provide guidance and resources for a successful mentoring relationship. - Outline the key elements of effective mentoring.
Program Overview	- Brief description of the mentoring program. - Objectives and goals for both mentors and mentees.
2. Roles and Responsibilities	
Mentor Responsibilities	- Offer guidance, support, and feedback to the mentee.

	- Help set and achieve goals. - Provide insights and share experiences.
Mentee Responsibilities	- Be proactive in communication and goal-setting. - Be open to feedback and willing to learn. - Take responsibility for personal and professional growth.
3. Mentoring Process	
Mentoring Agreement	- Define the terms and expectations of the mentoring relationship. - Set goals and timelines for the mentoring journey.
Meeting Schedule	- Establish regular meeting times and methods (e.g., in-person, virtual). - Suggested frequency: weekly, bi-weekly, or monthly.
Goal Setting	- Outline specific, measurable, achievable, relevant, and time-bound (SMART) goals. - Regularly review and adjust goals as needed.
4. Tools and Resources	
Mentoring Plan Template	- Provide a template for mentors and mentees to plan their sessions and track progress.

Goal Tracking Sheet	- A sheet for tracking goals and milestones throughout the mentoring period.
Feedback Form	- A form for both mentor and mentee to give and receive feedback on the mentoring experience.
Learning Resources	- List of recommended books, articles, courses, and other resources relevant to the mentee's goals.
5. Review and Evaluation	
Mid-Point Check-In	- Schedule a mid-point evaluation to assess progress and adjust goals if necessary.
Final Review	- Conduct a final review to evaluate the success of the mentoring relationship.
Post-Mentoring Reflection	- Encourage reflection on the learning experience and future steps.
6. Additional Support	
Contacts	- List of contacts for additional support, including program coordinators and other mentors.

FAQs	- A section addressing common questions and concerns.