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| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | **MENTORING** ACTION PLAN | | | | |  |
|  | Helps mentors and mentees work together to create a framework for their mentoring relationship | | | | |  |
|  |  |  |  |  |  |  |
|  | **MENTEE INFORMATION** | |  | **MENTOR INFORMATION** | |  |
|  | Name | Lora Brown |  | Name | Joel Green |  |
|  | Job Title | Personal Assistant |  | Job Title | HR Manager |  |
|  | Department | Administration |  | Department | Human Resources |  |
|  | Email | l.brown@easyjobnow.com |  | Email | j.green@easyjobnow.com |  |
|  |  |  |  |  |  |  |
|  |  | ● Introduction of a new position in the company - Personal assistant ● Transferring administrative responsibilities from the CEO to the Personal Assistant |  | **ACTION PLAN** | |  |
|  |  | DATE | ACTIVITY |  |
|  | **MENTORING OBJECTIVES** |  | 01/06/2023 - 02/06/2023 | Filtering emails to forward to the assistant |  |
|  |  |  |  | 03/06/2023 - 03/06/2023 | Entering new leads into the system |  |
|  |  | ● First 3 tasks completed successfully ● New leads processing - 20, Client proposals made - 15. |  | 12/06/2023 - 16/06/2023 | Making proposals to B and C level clients |  |
|  |  | 01/07/2023 - 31/07/2023 | Technical knowledge about company portfolio |  |
|  | **PROGRESS STATUS** |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | ● Lora is progressing much faster than expected, we successfully completed over 75% of the course in 10 days. |  |  |  |  |
|  |  |  |  |  |
|  | **NOTES** |  |  |  |  |
|  |  |  |  |  |  |  |
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