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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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