

Skillset. Toolset. Mindset.

**SAMPLE ACTION PLAN TEMPLATE**

You may choose to use this table as a means to record the topics you'd like to cover over the course of your mentoring relationship. Feel free to adapt it to suit your needs.

<b>Week</b>	<b>Topic(s) for discussion</b>	<b>Preparation</b>	<b>Follow-up</b>
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