

Counseling Skills



Mentoring Plan Worksheet

a resource from:



APOSTOLIC CHRISTIAN

Counseling and Family Services

Mentoring Plan Worksheet

Date of 1st meeting: _____

Mentee: _____ Address: _____

Phone #: _____ Email: _____

Mentor: _____ Address: _____

Phone #: _____ Email: _____

- The best place to meet is: _____.
- The best time to meet is:
morning, noon/during day, late afternoon, evening, Saturday, or Sunday
(circle one)
- The mentee and mentor will meet:
weekly, monthly, quarterly, or at the discretion of the mentor
(circle one)
- The mentee will also meet periodically with the elder and/or a minister for counseling:
weekly, monthly, quarterly, or at the discretion of the elder/minister
(circle one)
- The relationship will be reviewed honestly for effectiveness by both mentee and mentor at the following checkpoints:
1st month, 2nd month, 3rd month, 6th month, or 12th month anniversary
(circle all that apply)
- Our target end date for this mentoring relationship is: _____.
(Relationships can continue beyond this date and often will in a different form or with different goals. This target date will bring some accountability to the relationship and its current goals.)

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Goal Setting – what do we want to accomplish?

Goals are necessary to bring purpose and accountability to a mentoring relationship. A goal can be general, but it needs to be followed up by specific actions to ensure it is measurable and attainable.

Goal #1:

Specific actions to meet this goal:

How can the Mentor help you achieve this goal?

Goal #2:

Specific actions to meet this goal:

How can the Mentor help you achieve this goal?

Encouragement for the Mentee

Remember to:

- Pray for your meetings.
- Arrive for meetings on time.
- Be open. Share honestly and ask questions.
- Let the mentor and the elder know if the mentoring relationship is not working.

A copy of this mentoring plan should be given to the mentee, the mentor, and the mentor program coordinator (if applicable). The coordinator will contact the mentor periodically to see how the relationship is going.

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