

Plan of mentoring

The basis of successful mentoring is to plan the cooperation well, especially to clearly formulate the goals of mentoring, including the steps to achieve them, and to create a plan for the meetings between the mentor and the mentee.

Prior to the first meeting, the mentee will identify key areas of mentoring and will consider the goals he/she wants to achieve within these areas.

At the first meeting, the mentee will discuss his/her goals with the mentor and, in cooperation with the mentor, will complete this mentoring plan, more precisely Table 1 (Goals and steps to achieve them) and Table 2 (Preliminary meeting plan) below.

Within 1 week of the first meeting with the mentor, the mentee will send a completed mentoring plan to the mentoring program coordinator's email stated here: <https://pkc.vscht.cz/contact/our-ccc-team>. The first meeting with the mentor will take place within 3 weeks of the email sent by the coordinator to connect the mentee and mentor.

Within 1 week after the end of the mentoring program, the mentee will complete a final evaluation of the program (Table 3) and send it to the mentoring program coordinator's email (see above).

Name of the mentee:

Name of the mentor:

Key areas of mentoring:

Table 1: Goals and steps to achieve them

Goal number	Goal to be achieved:	Steps to achieve it:
1.		
2.		
3.		
4.		
5.		

Table 2: Preliminary meeting plan

(at the end of each meeting the date and place for the next meeting will always be confirmed).

Date and time of the meeting	Place of the meeting	Form of the meeting

Table 3: Final evaluation

Goal number	Goal fulfillment success evaluation:
1.	
2.	
3.	
4.	
5.	