# Mentoring Action Plan

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| Mentor Name:  Role in Organization:  Email Address:  Phone Number: | Mentee Name:  Role in Organization:  Email Address:  Phone Number: |

## Collective Agreements

Starting with collective commitments builds trust, clarifies expectations of one another, and establishes points of reflection. This exercise will help you come to consensus on how you will work together as a team. If your team meetings begin to feel unproductive, revisit these commitments as a group and update them as needed.

### The Task

1. Agree upon a regular meeting time and location
2. Create 4-6 collective commitments that answer the question: What commitments do we need to make to each other to function as an effective professional learning team?
   * Each commitment begins with the words “We will”
   * Include in your list of commitments answers to these questions:
     + *What are our commitments about attendance?*
     + *What are our commitments about participation?*
     + *What are our commitments about how we will interact with each other?*
     + *What are other necessary commitments that don’t fit these three categories?*

Use the examples and the protocol below to help you complete this activity.

### Examples

Examples of commitments about participation

* We will aim for highest quality.
* We will actively listen and participate.
* We will monitor our air time.
* We will not engage in side conversations or off topic conversations.
* We will avoid checking text messages and email during meetings.
* We will create a safe space for risk, experimentation and success.
* We will focus on ideas, not the people who voiced them.

Examples of commitments about interaction

* We will ask questions for clarification and amplify other’s ideas to add value.
* We will encourage open exchange and dialogue.
* We will demonstrate respectful concern for others.
* We will honor confidentiality; what is said here, stays here.
* We will respect all perspectives (values, attitudes, experiences, opinions); there are no right or wrong answers.
* We will have fun.

**Collective Commitments Protocol**

1. Each person privately brainstorms commitments that are important to them for 3 minutes (Write down one idea per post-it note)
2. Organize everyone’s commitments under the four questions. Group silimar ideas together.
   * *What are our commitments about attendance?*
   * *What are our commitments about participation?*
   * *What are our commitments about how we will interact with each other?*
   * *What are other necessary commitments that don’t fit these three categories?*
3. Pare down the number of ideas under each question to get to what’s most important.

* Ask if everyone can abide by the listed commitments. Discuss any items that you don’t have agreement on further to reach a consensus.

1. Create your list of collective commitments using the template on the following page and have each person sign it.

## Goals of Mentoring Relationship

Using the self-assessment and Ohio’s Educator Standards, identify 3-5 goals for the duration of the mentoring relationship

### Goal #1:

*How can mentor support mentee in achieving this goal:*

*What is the mentee accountable for:*

### Goal #2:

*How can mentor support mentee in achieving this goal:*

*What is the mentee accountable for:*

### Goal #3

*How can mentor support mentee in achieving this goal:*

### Goal #4

*How can mentor support mentee in achieving this goal:*

*What is the mentee accountable for:*

### Goal #5

*How can mentor support mentee in achieving this goal:*

*What is the mentee accountable for:*

## Confidentiality

Any sensitive issues that we discuss will be held in confidence. Issues that are off-limits in this relationship include: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We are committed to open and honest communication in our relationship. We will discuss and attempt to resolve any conflicts as they arise. If, however, one of us needs to terminate the relationship for any reason, we agree to abide by one another’s decision.

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| Mentor Signature |  | Mentee Signature |