|  |  |  |
| --- | --- | --- |
| Mentoring Programme Plan | **Date** | dd-mm-yyyy |
|  |
| **Mentor** | **Name** | **Email** | **Phone** |
|  |  |  |
| **Mentee** | **Name** | **Email** | **Phone** |
|  |  |  |
|  |
| **Meetings** | **Frequency** | **Format** | **Duration** |
| [Monthly, biweekly etc.] | [In-person, online, mix etc.]  | [½ hour, 1 hour etc.] |
| **Recurring topics and focus** |
| [See initial meeting guidelines in the DDSA Mentoring Programme charter for inspiration.] |
|  |
| **Vision** | **Motivations** |  |
| **Expectations** |  |
| **Goals** |  |
|  |
| **Code of Conduct adherence**Have all parties read and understood the DDSA Code of Conduct? | [YES/NO] |

|  |  |  |
| --- | --- | --- |
| **MPP recurring meeting** | **Date & Time** | dd-mm-yyyy @ hh:mm |
| This template is a starting point. Feel free to customize it at your own discretion. |
| **State** |  |
| **Topics** |  |
| **Goals until next time** |  |
| **Next meeting** |  |