

MENTORING CHECKLIST

Mentoring Process Tearsheet



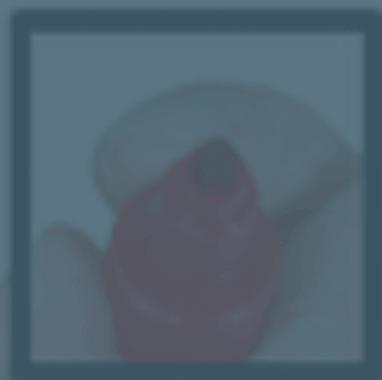
PLANNING FOR MENTORING SESSIONS:



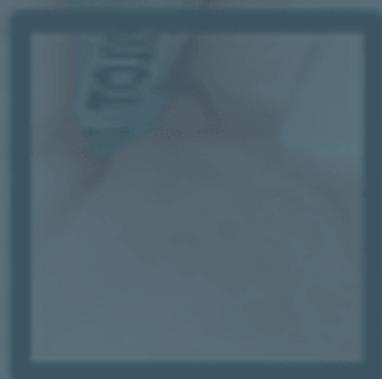
Mentor requests mentee complete the Mentoring Plan in MyVector. Mentor reviews mentee's education, training, experience and career field development path.



Mentor and mentee discuss methods of communication (meetings, MyVector mentoring forum, phone calls, etc.). Discussed topics and feedback given at each meeting are recorded in the Mentoring Plan.



Mentor and mentee explore professional developmental opportunities for achieving goals, and mentor encourages mentee to reflect regularly on goals, achievements and areas for improvement.



Mentor and mentee amend the Mentoring Plan as needed by focusing on the mentee's developmental needs.

www.airman.af.mil/home/mentorship
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