

Mentor

# Individual Learning Plan

**NAME:** \_\_\_\_\_

*There are countless benefits to being a mentor to one of your colleagues. Not only does it help you hone your own skills and abilities, but it also offers a valuable resource to your mentee.*

This Individual Learning Plan lists some of the factors that make a great mentor. As you review these points, indicate whether you feel competent in each area, or if you could use a bit more practice. At the end of this exercise, you can write down any goals you have as a mentor, plus any achievements you’ve already accomplished.

<b>MENTOR ABILITIES</b>	<b>I feel confident in this ability</b>	<b>I would like to develop this ability</b>
<b>ATTRIBUTES AND ATTITUDES</b>		
I show commitment to professional development.		
I’m empathetic to issues new employees face.		
I’m excited about learning new skills.		
I’m happy to share what I’ve learned with others.		
I’m a positive role model to my peers.		

<b>MENTOR ABILITIES</b>	<b>I feel confident in this ability</b>	<b>I would like to develop this ability</b>
<b>KNOWLEDGE</b>		
I understand the responsibilities of a mentor, and my role in the success of new employees.		
I'm aware of the tools and supports in place for mentors.		
I can anticipate barriers new employees might experience in my workplace.		
<b>PERFORMANCE</b>		
I have great interpersonal and communication skills. I know how to get my point across clearly and respectfully.		
I'm self-aware; I can address my own shortcomings, and reflect on them.		
I am excited to learn more about others.		
I understand and respect people of different cultures and backgrounds.		
I am great at making others feel welcome.		
I practise inclusion at work.		
I have a firm grasp on the culture at my workplace and know how to communicate it with others.		

<b>MENTOR ABILITIES</b>	<b>I feel confident in this ability</b>	<b>I would like to develop this ability</b>
I encourage others to venture outside their comfort zone.		
I offer encouragement to my mentee, especially when they're trying something new.		
I like to help my mentee celebrate their achievements and develop confidence in their role.		
I build trust with my mentee. They feel comfortable coming to me with questions or concerns.		
I can provide constructive feedback to others, which helps them grow in the short and long term.		
I always respond to my mentee's needs, and take their interests into consideration.		
I care about and support my mentee's development priorities.		
I am supportive of my mentee's efforts to learn industry terms.		
I am willing to share what I know about other opportunities in tourism, providing my mentee with a well-rounded understanding of possible career paths.		

<b>MENTOR ABILITIES</b>	<b>I feel confident in this ability</b>	<b>I would like to develop this ability</b>
I take it upon myself to introduce my mentee to leaders in the organization, so they can build their network and grow.		
I connect my mentee with professional development opportunities, like learning workshops.		
I'm willing to admit when I'm not the best person to help my mentee with a specific issue, and direct them to another partner or supervisor.		
<b>TASKS</b>		
I regularly refer to mentor resources and supports so I can improve in my role.		
I help my mentee stay connected to their colleagues by providing introductions and team-building opportunities.		
I reach out to my mentee first (e.g., set up introduction meetings).		
For the duration of the mentorship term, I meet with my mentee regularly to see how they're doing.		
I give my mentee opportunities to report their progress, and show them how to document it.		
I provide regular feedback and written reports to help my mentee improve.		
I stay in touch with my mentee by having regular check-ins and training sessions.		

## AT START OF MENTORSHIP

**GOALS:** I will work on...

## AT MONTH 2

**ACHIEVEMENTS**

**GOALS:** I will continue to work on...

## AT MONTH 4

**ACHIEVEMENTS**

**GOALS:** I will continue to work on...

## AT MONTH 6

**ACHIEVEMENTS**

**GOALS:** I will continue to work on...