

# Mentorship Roadmap

A mentorship journey is a structured path toward professional and personal development. The roadmap below outlines key phases to ensure a productive and impactful mentorship experience. Each stage includes actionable steps to help both mentors and mentees navigate the process effectively.



preparation & goal setting

# PHASE 1

## KEY ACTIONS:

- Define clear mentorship goals using the **SMART Goals Worksheet**.
- Research and understand the mentor's background and expertise.
- Set expectations on communication frequency and format.
- Establish confidentiality and professional conduct guidelines.



# building the relationship

# PHASE 2

## KEY ACTIONS:

- Schedule and conduct an introductory session.
- Develop rapport by sharing backgrounds, strengths, and growth areas.
- Discuss learning preferences and mentorship styles.
- Align on short-term and long-term objectives.



# Active engagement & learning PHASE 3

## KEY ACTIONS:

- Attend scheduled mentorship sessions consistently.
- Seek guidance, ask questions, and implement mentor feedback.
- Utilize mentorship tools, resources, and assignments to track progress.
- Actively reflect on learnings and adapt as needed.



progress evaluation & adjustments

# PHASE 4

## KEY ACTIONS:

- Conduct a midpoint review to assess progress toward goals.
- Adjust mentorship strategies based on feedback and experiences.
- Identify any roadblocks and collaborate on solutions.
- Continue refining skills and knowledge areas.

PROGRESS EVALUATION  
& ADJUSTMENT



## Completion & next steps

# PHASE 5

### KEY ACTIONS:

- Reflect on the mentorship journey and key takeaways.
- Discuss long-term career or personal development plans.
- Express appreciation and acknowledge the mentor's contributions.
- Explore opportunities for continued mentorship or networking.

## Final Thoughts

Mentorship is a continuous journey of learning and growth. By following this roadmap, mentees can maximize their mentorship experience and build meaningful professional relationships. Stay proactive, open to feedback, and committed to personal development!

 **Your success starts with intentional mentorship!**