

Women in HVACR Mentorship Program



Action Items for Mentee

After each meeting with your mentee, please fill in at least three ACTION ITEMS and **email to your Mentee** immediately after the meeting. These items should spring from topics discussed during your meeting and be concrete measurable tasks. This will give your Mentee a framework for accountability so that you can measure progress at your next meeting. Use this to identify areas where Mentee is getting stuck, if any, and try to find ways to help them to accomplish their goals.

1. ACTION ITEM #1:

2. ACTION ITEM #2:

3. ACTION ITEM #3:

Don't forget to email this form to your Mentee after each meeting! Thank you and happy Mentorship!