



Mentee

Development Plan

NAWO MENTEE

NAWO Mentoring program 2026



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Mentee Development Plan

Getting Prepared

A great mentoring experience as a Mentee starts with identifying areas that you would like to develop and working with your mentor to uncover real world opportunities and actions for personal and/or professional growth.

Doing some advance preparation ahead of the program will set you up to get the best possible outcomes as a Mentee.

Complete this document to support:

1. **Self-Awareness:** Reflect on the 'why' of your involvement in the NAWO Mentoring Program.
 2. **Sharing Your Mentoring Needs:** Complete and share with your mentor ahead of Mentoring Session One: Planning & Goal Setting session.
 3. **Your Development:** Use at the start and throughout the program to identify your growth opportunities, ongoing development activities, and your actions and accountabilities between sessions.
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Section 1. Self-Awareness

The first step in preparing for your involvement in mentoring is to be clear about why you want to participate and what you are seeking to achieve as a result. Take a moment to record your personal thoughts to these questions.

You might like to share your thoughts during a mentoring session or just to keep them on hand to check back against as you progress in your mentoring experience over the coming months.

Suggested Questions	Notes
Why do I want this mentoring experience?	
What do I hope will be different because of participating in the program?	
What are the opportunities that this experience affords me?	
What are the threats to my involvement and how do I plan to manage these?	
How will I know that I am making progress?	



Mentee Development Plan

Section 2. Sharing Your Mentoring Needs

Section 2. Sharing Your Mentoring Needs

To help your mentor better understand you and your mentoring needs, please take some time to reflect on and respond to any of the questions below that feel most relevant and important to you, in becoming a Mentee.

Reflect on	Answer what's relevant for you
What are your personal and professional aspirations for the next 3-5 years?	
What do you hope to gain from the mentoring experience?	
What are your key strengths and opportunities for growth? <i>(This is a good place to include any feedback you have received in your current role or previous roles, that your mentor could help you harness or action.)</i>	
What topics would you like to see covered in the Mentoring sessions?	
How can your mentor best support you to achieve your goals?	
What ground rules would you like to see form part of your Mentoring sessions?	
What do you think may be challenging? What ideas do you have to overcome this?	
Please share anything else you feel is important	



Section 3. Your Development

Identify your growth opportunities:

Identify up to four areas that you would like to grow and make progress on during the mentoring experience.

By identifying clearly what progress will look like for you, it becomes easier to identify the specific development activities and actions (overleaf) that will support you to achieve your goals.

Complete this section prior to your first mentoring session and email it to your mentor. It can be updated throughout the program:

Growth Opportunity	Progress will look like...
Example <ul style="list-style-type: none">To increase my understanding of my future career pathways and how to progress within 18 months	<ul style="list-style-type: none">Exploring whether I want to become a functional expert or people leaderClarity of my current strengths and development needs against preferred pathwayIdentifying a specific action to bridge development need(s)Getting my People leader on board



Your ongoing Development Activities

Throughout the mentoring program, identify specific development activities to support your growth between sessions, aligned to the growth opportunities identified above.

These activities may include exploring ways to take on new opportunities in your role with the support of your mentor, or accessing relevant resources, experiences or people to build your knowledge and skills.

You are accountable for acting on these between your mentoring sessions.

After each mentoring session, take time to capture any opportunities and/or knowledge and skills identified during the conversation, and note the actions you will take before your next session.

Example	
	Activity Notes
Development area	<i>Assertiveness skills for how to respond to the most challenging stakeholder in the meeting</i>
What specific action will I take?	<i>Ask my People leader if I can stand in and lead the next meeting</i>
When will I do this?	<i>In our scheduled weekly check-in next week</i>
What preparation or support will I need?	<i>Set aside 15 mins this week to reflect on why this would be a great opportunity for me and how I can best express and demonstrate this to my People leader</i>
What story am I telling myself about why I CAN'T do it?	<i>They will say no or not believe I am capable</i>
What story will I tell myself about why I CAN do it?	<i>Expressing a goal of mine is a positive step forward, even if this next time they are on leave is not the right time. They will still know I'm interested and can help me</i>



Mentee Development Plan

Ongoing Development

Development Area 1 - Knowledge and skills to develop and Opportunities to harness	
	Activity Notes
Development area	
What specific action will I take?	
When will I do this?	
What preparation or support will I need?	
What story am I telling myself about why I CAN'T do it?	
What story will I tell myself about why I CAN do it?	

Development Area 2 - Knowledge and skills to develop and Opportunities to harness	
	Activity Notes
Development area	
What specific action will I take?	
When will I do this?	
What preparation or support will I need?	
What story am I telling myself about why I CAN'T do it?	
What story will I tell myself about why I CAN do it?	



Mentee Development Plan

Ongoing Development

Development Area 3 - Knowledge and skills to develop and Opportunities to harness	
	Activity Notes
Development area	
What specific action will I take?	
When will I do this?	
What preparation or support will I need?	
What story am I telling myself about why I CAN'T do it?	
What story will I tell myself about why I CAN do it?	

Development Area 4 - Knowledge and skills to develop and Opportunities to harness	
	Activity Notes
Development area	
What specific action will I take?	
When will I do this?	
What preparation or support will I need?	
What story am I telling myself about why I CAN'T do it?	
What story will I tell myself about why I CAN do it?	



Mentoring Session Record –

Using This Document

This Session Record is designed to support you throughout your mentoring journey.

It is an optional, confidential, **working document** that you can return to before, during and after each mentoring session.

⚠ Important: This is **not** a replacement for the NAWO online check-in forms completed after each mentoring session. Check-in session logs are still required to capture your participation and feedback and can be accessed [here](#), as well as via the [Mentoring Resources Hub](#).

You may find the below Session Record helpful to:

- Prepare for upcoming sessions by noting focus areas, questions or reflections
- Capture key insights, feedback and learning during or after conversations
- Record actions, resources and follow-ups between sessions
- Track progress and reflect on how your thinking and goals evolve over time

Using the Session Record alongside your Development Plan helps create continuity across sessions and ensures valuable learning isn't lost. It also provides a helpful reference point to support deeper, more connected mentoring conversations as the relationship develops.

My Mentor's details

Mentors Name	
Title	
Organisation	
Email	
Phone	

Mentoring format: 1:1 Circle*

* If you are in a circle, include details of your fellow mentees, if known:

Details	Mentee 1	Mentee 2
Mentors Name		
Title		
Organisation		
Email		
Phone		



Mentoring Session One

Building the Foundation

Session One is about connection, clarity and setting a shared foundation. It's not about having all the answers or finalising perfect goals.

This page is designed to help you prepare for your first session and capture what emerges from the conversation. You may wish to reflect on what brought you to mentoring, what feels most important to focus on right now, and how you would like the mentoring relationship to work.

After the session, use this page to record key insights, agreements, actions and any resources discussed. These notes can help guide future conversations and support momentum as the mentoring partnership takes shape.

1. Getting to know each other

- Shared your professional background and what led you to participate in the NAWO Mentoring Program
- Discuss what helps you feel comfortable and open-up in this kind of setting

Getting to know each other	Notes
Helpful conversation prompts: <ul style="list-style-type: none">• What made you interested in being a mentee?• What's been taking up most of your energy at work lately?• What would make this mentoring experience valuable for you?	
Any Insights about your mentor's experience, perspective or working style:	



2. How You'll Work Together

Contributed to completing the [Mentoring Agreement](#)

Working Together	Notes
Discussed communication preferences, session rhythm, boundaries and confidentiality	
Agreed on how you'll work together over the course of the program	

3. Clarifying Goals and Focus

Referred to and discussed your Mentee Development Plan

Clarifying Goals	Notes
Referred to and discussed your Mentee Development Plan	
Identified what feels most important to focus on initially	



4. Session Summary

Record any key notes, actions, thoughts

Summary	Notes
Key takeaways from today.	
Any helpful resources, ideas or suggestions shared:	
Your focus areas between now and the next session	
Priorities for discussion in next session	
Next Session date	

Session One Checklist

- Mentoring goals and focus areas were discussed
- The Mentoring Agreement was covered and agreed
- Next steps were agreed
- NAWO [Check-In form](#) completed post session
- My Development Plan has been updated (if relevant)



Ongoing Mentoring Sessions

Purpose

Ongoing mentoring sessions are where learning deepens and progress builds over time.

These pages are designed to help you reflect on what has shifted since your last session, capture new insights or feedback, and record actions or resources to explore before the next conversation. You can also use them to note patterns, progress and areas you'd like to return to or explore further.

Using the session record consistently helps maintain focus, supports accountability, and allows you to see how your development unfolds across the program.



Mentoring Session Two

Date	
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Preparing for the session

You may find it helpful to use this space to prepare before each session.

Preparation	Notes
<p>You might choose to:</p> <ul style="list-style-type: none">• Review notes from your previous session• Review your Development Plan and any actions you committed to• Jot down topics, questions or reflections you'd like to explore	

1. Building on the Previous Session

Summary	Notes
Key actions or reflections from last session:	
What's progressed, shifted or changed?	



2. Current Opportunities or Challenges for discussion

Use the opening of the session to reconnect and share what's been happening since you last met.

Summary	Notes
What's been happening in your world since we last spoke?	
What's felt challenging or energising recently?	
Is there anything specific you'd like to focus on today?	

3. Discuss agreed skill areas / learning priorities for the session

Suggested Action	Notes:
E.g. <i>Building & Leading Diverse Teams</i> or <i>Business and Technical Acumen</i>	



4. Session Summary

Record any key notes, actions, thoughts

Summary	Notes
Key takeaways from today.	
Any helpful resources, ideas or suggestions shared:	
Your focus areas between now and the next session	
Priorities for discussion in next session	
Next Session date	

Session Checklist

- I reflected on progress since the previous session
- Opportunities or challenges were explored
- A skill area or learning priority was discussed
- Key insights, actions or reflections have been captured
- Priorities for the next session are clear
- My Development Plan has been updated
- NAWO [Check-In form](#) completed post session



Mentoring Session Three

Date	
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Preparing for the session

You may find it helpful to use this space to prepare before each session.

Preparation	Notes
<p>You might choose to:</p> <ul style="list-style-type: none">• Review notes from your previous session• Review your Development Plan and any actions you committed to• Jot down topics, questions or reflections you'd like to explore	

1. Building on the Previous Session

Summary	Notes
<p>Key actions or reflections from last session:</p>	
<p>What's progressed, shifted or changed?</p>	



2. Current Opportunities or Challenges for discussion

Use the opening of the session to reconnect and share what's been happening since you last met.

Summary	Notes
What's been happening in your world since we last spoke?	
What's felt challenging or energising recently?	
Is there anything specific you'd like to focus on today?	

3. Discuss agreed skill areas / learning priorities for the session

Suggested Action	Notes:
<i>E.g. Building & Leading Diverse Teams or Business and Technical Acumen</i>	



4. Session Summary

Record any key notes, actions, thoughts

Summary	Notes
Key takeaways from today.	
Any helpful resources, ideas or suggestions shared:	
Your focus areas between now and the next session	
Priorities for discussion in next session	
Next Session date	

Session Checklist

- I reflected on progress since the previous session
- Opportunities or challenges were explored
- A skill area or learning priority was discussed
- Key insights, actions or reflections have been captured
- Priorities for the next session are clear
- My Development Plan has been updated
- NAWO [Check-In form](#) completed post session



Mentoring Session Four

Date	
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Preparing for the session

You may find it helpful to use this space to prepare before each session.

Preparation	Notes
<p>You might choose to:</p> <ul style="list-style-type: none">• Review notes from your previous session• Review your Development Plan and any actions you committed to• Jot down topics, questions or reflections you'd like to explore	

1. Building on the Previous Session

Summary	Notes
<p>Key actions or reflections from last session:</p>	
<p>What's progressed, shifted or changed?</p>	



2. Current Opportunities or Challenges for discussion

Use the opening of the session to reconnect and share what's been happening since you last met.

Summary	Notes
What's been happening in your world since we last spoke?	
What's felt challenging or energising recently?	
Is there anything specific you'd like to focus on today?	

3. Session Summary

Record any key notes, actions, thoughts

Summary	Notes
Key takeaways from today.	



4. Session Summary

Record any key notes, actions, thoughts

Summary	Notes
Key takeaways from today.	
Any helpful resources, ideas or suggestions shared:	
Your focus areas between now and the next session	
Priorities for discussion in next session	
Next Session date	

Session Checklist

- I reflected on progress since the previous session
- Opportunities or challenges were explored
- A skill area or learning priority was discussed
- Key insights, actions or reflections have been captured
- Priorities for the next session are clear
- My Development Plan has been updated
- NAWO [Check-In form](#) completed post session



Mentoring Session Five

Date	
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Preparing for the session

You may find it helpful to use this space to prepare before each session.

Preparation	Notes
<p>You might choose to:</p> <ul style="list-style-type: none">• Review notes from your previous session• Review your Development Plan and any actions you committed to• Jot down topics, questions or reflections you'd like to explore	

1. Mentoring journey recap

Summary	Notes
Overall progress across the mentoring program against initial goals	
Any key learnings, insights and moments of growth	



2. Next Steps

Summary	Notes
Next career steps and how you will apply learning beyond the program (Including the sponsorship session)	
Any ongoing supports, networks or resources you can draw on	

3. Closing

Summary	Notes
How the mentoring relationship will close (or transition informally, if appropriate)	
Final actions, reflections and takeaways	

Session Checklist

- Reflected on overall progress across the mentoring program against initial goals
- Reviewed key learnings, insights and moments of growth
- Discussed next career steps and learning beyond the program
- Discussed ongoing supports, networks or resources the mentee can draw on
- Discussed how the mentoring relationship will close (or transition informally, if appropriate)
- Captured final actions, reflections and takeaways
- Final NAWO [Check-In form](#) completed post session
- Prepare for Sponsorship Session



Sponsorship Session

Purpose of Sponsorship

The end of the program is your opportunity to showcase what you have gained over the program, what your career aspirations are, and what strengths you bring to your organisation, role, and industry - to your manager, next-level managers or leaders, or a potential sponsor within your organisation.

Organising a Sponsorship session at the end of the NAWO Mentoring program, is an opportunity to enhance your connections with leaders in your organisation, boost your professional profile and put yourself forward as front-of-mind for career opportunities.

For inspiration on the value of Sponsorship, check out this podcast episode podcast by HBR Ideacast: [The Surprising Benefits of Sponsoring Others at Work.](#)

About the Sponsorship Session

A Sponsorship session is an opportunity for mentee(s) to reach out and connect with their manager, next-level managers or leaders, or a potential sponsor within their organisation and share:

- What they have learned in the NAWO Mentoring program,
- What their key strengths are that they have developed,
- Any developmental opportunities that they are seeking moving forward, and;
- The career goal/aspiration that they are working towards now, beyond the program, and how their sponsor could best support them.

If a formal sponsorship presentation session is not the preferred approach for you, we encourage you to schedule a more informal catch-up with a sponsor / senior leader within your business to share your learnings from the NAWO Mentoring program and enhance your professional profile.

Reaching out to Sponsors

It's important for Mentees to lead both the organisation of and the presentation / discussion in the Sponsorship Session, with your Mentor's support as you both see fit. Below is an example email or script that you might like to use to contact your sponsors / invitees (of course you can always add your own comments and flavour!)



Hello/Hi [Manager/Leader/Sponsor],

Since February this year I have been involved in the NAWO (National Association for Women in Operations) Mentoring Program. I am coming to the end of the 2026 Mentoring program and invite you to attend a short presentation session with me and my [mentor/mentoring circle] where I will share what I have learned, and how I want to show up for our organisation moving forward.

The session is scheduled for [INSERT TIME AND DATE]. Please let me know if you, or a delegate of yours, can attend. I appreciate your time and leadership, and support of me in my career goals.

Yours truly,

[INSERT NAME]

Hosting a Sponsorship Session

It's helpful for the Mentee to lead both the organisation of and the presentation / discussion in the Sponsorship Session, with your Mentor's support as you both see fit.

Some Mentoring Circles like to have one shared Sponsorship session where all mentees and their sponsors come together to share experiences on the program. A typical sponsorship session follows a clear progression: an overview of the NAWO Mentoring Program, the mentee sharing what they set out to learn, key experiences and learnings, and their current career readiness and goals, followed by a discussion on how the sponsor can support the mentee's career going forward, and agreement on next steps.

Keep in mind - A Sponsorship session provides a good opportunity for shared reflection and program closure, in addition to the final NAWO End of Program event.

Beyond the 2026 NAWO Mentoring Program

Many mentors and mentees pursue an ongoing mentoring partnership following their formal participation in the NAWO Mentoring program. This is not expected and up to you and your Mentor.

We invite both you and your Mentor to be clear and kind about your interest in and capacity to manage a mentoring partnership beyond the program.

We love to hear any stories of your ongoing mentoring experiences! Please share these and stay in touch via: mentoring@nawo.org.au