



## 2009 MENTORING PROGRAM MENTEE DEVELOPMENT PLAN

**INSTRUCTIONS:** Individuals participating in the Mentoring Program must complete the Mentee Development Plan at the beginning of the program, with follow up at six months into the program and at the end of the program.

Employee Name	Employee ID No.	Work Phone
Current Job Title	Current Department	Email Address
Mentor's Name (when known)		Mentor's Department

**CURRENT ASSESSMENT:** To be completed by the mentee and his/her supervisor. Please bring a copy to the matching event on January 29, 2009

**SIX-MONTH ASSESSMENT:** To be completed by the mentee and mentor, no later than July 31, 2009.

**YEAR END ASSESSMENT:** To be completed by the mentee and mentor, no later than February 26, 2010.

Utilizing the following scale, please rate yourself in the following competencies jointly with your supervisor or mentor. Add additional competencies as necessary. (Please note: Your honest evaluation is critical to identify areas in which further development is needed.)

1 = Somewhat Effective      2 = Effective, but can benefit from further development      3 = Very Effective

LEADERSHIP COMPETENCY	Current Assessment Rating	6-Month Assessment Rating	Year End Assessment Rating
Adaptability			
Business Acumen and Entrepreneurship			
Communication			
Continual Learning			
Customer Service			
Decisiveness			
Developing Others			
Diversity Awareness and Management			
Ethics, Integrity, and Honesty			
Influencing and Negotiating			
Performance Management and Results Orientation			
Organizational Agility			
Problem Solving and Technical Credibility			
Service Motivation and External Awareness			
Strategic Thinking			
Teamwork and Group Leadership			

Please submit a copy of this form after your year-end assessment to:  
Miami-Dade Mentoring Program, HR Dept., 111 NW 1st Street, Suite 2110, Miami, Florida 33128  
by fax at (305) 375-3063 or by e-mail at [succession@miamidade.gov](mailto:succession@miamidade.gov)