

**Mentor Action Plans:**  
**Mentor Skill:** *Collaboration*  
**Month:** *November*



**Action Steps for Track 18:**

- 1. Map out a hard conversation using: “Map it, Have it and Follow it.”**
- 2. Decide if I need to have a hard conversation with a colleague. Put together a plan for a talk if I do.**
- 3. Develop a note taking worksheet for departments to jot down important items during the week that need to be discussed at staff meeting.**

**Action Steps for Track 19:**

- 1. Share “Seasons of Change” with my principal/staff developers to incorporate. Set an appointment and succinctly share information with handouts.**
- 2. Be open to listening by utilizing: paraphrasing, clarifying, reflecting and perception checking.**
- 3. Use “Do” phrases/behaviors to develop trust to build relationships.**