**Tri-Mentoring Program 2016-17**

**Personal Goals**

**Maximize your Mentoring Relationship**

To get the most out of your mentoring relationship, it is essential that you discuss your personal goals with your mentor. This will add focus to your meetings and provide you with a context for your mentoring relationship. Return to this plan frequently during your mentoring relationship.

1. During your first meeting with your mentor initiate a discussion around your goals and the outcomes you are hoping to work toward in this program.
2. After your first meeting with your mentor e-mail your personal goals to Lydia Braam at [lydia.braam@ubc.ca](mailto:lydia.braam@ubc.ca).

**Instructions**

**Column 1: Personal Goals**

Establish 3 personal goals you would like to accomplish during your mentoring relationship. Identify areas that would be relevant to you currently and beneficial to you in your long term professional development.

Examples of goals:

* Improve ability to connect with others in a professional manner
* Improve professional communication skills (i.e. public speaking skills, active listening skills)
* Increase knowledge of a particular subject area (i.e. industry specific resumes; technical interview questions; job search strategies)

**Column 2: Steps to accomplish this**

In discussion with your mentor, identify the steps you would need to take for you to achieve your goals.

**Column 3: People who I can involve to help me**

In discussion with your mentor, identify people you may be able to involve to help you achieve your goals.

**Column 4: Progress Timeline**

Determine with your mentor by what date you would accomplish your personal goals. Track your progress throughout your mentoring relationship to ensure you are on the right path to completing them. Discuss your ongoing progress with your mentor.

**Tips to develop personal goals:**

When considering your goals for the program, you will most likely need to make your goals more SMART (specific, measurable, action-oriented, realistic, and timely) in order to start working on them.

**Specific:** What am I trying to accomplish?

**Measurable:** How can I measure whether or not I’ve achieved my goal? What does successful completion look/feel like?

**Action-oriented:** What concrete results or skills will I have as a result of my time and energy? Does it require feedback?

**Realistic:** Are my goals realistic with the resources and timeframe available?

**Timely:** When will I aim to accomplish this goal?

When setting SMART goals, move from the general to the specific. Ask yourself: *What would this goal mean if it were achieved? What would I be able to do? How would I be different from how I am now?*

|  |  |  |  |
| --- | --- | --- | --- |
| **Learning Goal** | **Steps to Accomplish This** | **People Who I Can Involve to Help Me and Resources I Can Access For Support** | **Progress Timeline** |
| *Ex. Start building a network of contacts* | * *Write a short paragraph introduction of myself, that I can say when I meet a professional in the industry* * *Ask my mentor for feedback on the introduction (what info to include, shorter/longer etc)* * *Practice the introduction with my mentor, until I feel comfortable saying it without reading it off a paper –* ***DUE by beginning of December*** * *Research networking events that I would like to attend and prepare a few questions/ conversation starters–* ***DUE by end of December*** * *Invite my mentor and partner mentee to attend with me* * *Introduce myself to at least two new people at the networking event and ask for their business cards –****DUE Feb. 15th*** * *Draft a professional email follow-up (ask my mentor for feedback)* * *Email my contacts with any questions I have –* ***DUE Mar. 15th*** | *The CIF and ABCFP website to see what networking events they organize.*  *Ask my mentor for suggestions of networking events.* | *I have met and asked for the contact info of two new people in the industry.*  *I followed up with a professional email and asked questions of interest.* |
| **Learning Goal** | **Steps to Accomplish This** | **People Who I Can Involve to Help Me and Resources I Can Access For Support** | **Progress Timeline** |
| 1. |  |  |  |
| 2. |  |  |  |