



The purpose of setting goals for yourself is to work towards a vision that inspires you into action. If goals are set upfront, you will have something to work towards on your mentoring journey, and progress can be measured. Before setting goals, it's important to understand the characteristics of each goal.

REQUIREMENTS OF GOALS

1. INSPIRING

You should be excited and energized about working towards these goals.

Question to ask yourself:

How inspiring is this goal on a scale of 1 to 10?

2. CHALLENGING AND ACHIEVABLE

The goals should be challenging, yet achievable. You will grow from the process if there is a bit of a stretch in each goal.

Question to ask yourself:

How much more stretch could there be in this goal while still being achievable?

3. MEASURABLE AND TIME BASED

The goal should be measurable, so both you and your mentor know when it is achieved. Make the

measure part of the goal statement. Also put a time frame in place for the goal to be achieved.

Question to ask yourself:

How will I know when I have achieved this goal?

STEP 1: REFLECTION

Set some time aside to prepare for the meeting in which you will discuss goals with your mentor.

Reflect on your **values** and write them down. What is important to you? What do you stand for? What will you not waiver on?

Reflect on all the **major things** that you are dealing with in the different areas of your work and personal life. You want to identify at least three areas that are relevant to your mentoring journey.

Now reflect on your **purpose and your vision**. Before we set goals, we need to take a step back and look at the bigger picture. Why do you exist? What are you passionate about? What is your vision for yourself, for your life, for your career?

Now you are ready to start looking at setting goals for yourself. This should be done before your session with your mentor so that you have time to think about them. You can then go into your session well prepared and ready to discuss your goals with your mentor.

Use the worksheet MentorCloud provides with your mentor to document and track your progress.

5 STEPS FOR GOAL SETTING

Choose some areas that you have explored to set goals that will be relevant for your mentoring journey. From these areas that you have explored, are there goals that you can now identify that would be relevant for your mentoring journey? It's important to **write your goals down**, as this forces you to visualize your goals and increase your commitment to them.

STEP 1: EXPLORE

Questions to reflect on:

- What do you want to accomplish in the upcoming months?
- What are some things that you would really like to learn or do?
- What comes to mind in terms of work or life that you are dealing with right now?

- What else would you like to achieve in your work/life?
- What else have you always dreamed of doing?
- What would you like to see in your life that currently is not there?

STEP 2: IDENTIFY

Questions to reflect on:

- Are these goals positive and motivating to you?
- How inspiring and challenging are these goals to you on a scale of 1 to 10?
- Do these goals need a bit more stretch for you?
- Are these goals achievable?
- Are they time based?
- What is the measure of success for each goal and how will you know when you have achieved this?

STEP 3: NEEDS ANALYSIS

Reflect on what needs to be done in order to achieve each goal.

Questions to reflect on:

- Identify where you are now with each goal.
- What is your vision for each goal?
- What skills do you need to achieve this goal?
- What resources, information, knowledge, help or collaboration do you need?

Invite your mentor to brainstorm with you.

STEP 4: OBSTACLES

Think about what could get in the way of you achieving your goals?

Questions to reflect on:

- What could block you or hold you back from reaching these goals?
- What assumptions are you making about achieving these goals?
- Are these assumptions true?
- Who could hold you accountable?

STEP 5: MILESTONES AND ACTION PLAN

It is important that milestones are set so that progress can be measured. Define milestones against

each goal and set a timeline. Ensure that you have an action plan for achieving each goal.

Questions to reflect on:

- What do you need to do to work towards your first goal? Second goal? Third goal?
- What is a milestone that will help you track each goal?
- When do you think you will be able to achieve that?

Use the worksheet provided to document your goals and action plan with input from your mentor. You should have at least **three primary goals** for each.

Goal Setting Worksheet For Mentors and Mentees



This worksheet is designed for Mentors and Mentees to use collaboratively to set goals for areas to work on during the mentorship.

STEP 1 Explore / Reflect

Explore different areas that would be relevant for your mentoring journey:

- 1.
- 2.
- 3.

STEP 2 Identify

Identify and write down 2-3 goals in one positive and inspiring sentence:

- Goal 1 →
Goal 2 →
Goal 3 →

Go through each goal and check if they are...

- Inspiring Challenging Achievable Measurable Time based

STEP 3 Needs Analysis

Think about and define what is needed to achieve these goals:

- Goal 1 →
Goal 2 →
Goal 3 →

STEP 4 Obstacles

What can get in the way of achieving these goals?

- Obstacle 1 →
Obstacle 2 →
Obstacle 3 →

STEP 5 Milestones & Action Plan

Write down milestones with a timeline and action plan for each goal:

- Milestone 1 →
Milestone 2 →
Milestone 3 →

Build a vibrant mentoring community

with the MentorCloud Platform

Amplify your Mentoring Powers

Leading Roundtables
Hosting Fireside Chats

Roundtables

Chat forums to share topic-driven insights and discussions between members of your community.



Looking for a way to kick-start meaningful group discussions about a Mentoring Topic in your expertise?

Roundtables are a great way to share group discussions with Mentees in the Process Solutions Program.

Some benefits of starting a Roundtable:

- Share and exchange relevant resources & learnings
- Engage in discussions with others to gain insights on a topic
- An opportunity to support mentees by fielding their questions

How to lead a Roundtable

If you are a Mentor, you can start Roundtables based around a topic of your expertise

To start a Roundtable:

1. Select the “Roundtables” tab
2. Click “Create New”
3. Add a Roundtable Topic and Description
4. Categorise the Roundtable as either ‘Private’ (invitation only) or ‘Public’ (accessible to all users).
5. Click “Create”

How do I make the most of Roundtables?

- Focus on a topic of interest to a group of engaged participants – pick a topic that you are familiar in and can field questions on
- Schedule Fireside Chats to facilitate live group discussions between participants – mentees are eager to hear and discuss with you!

Fireside Chats

A welcoming space to share your insights and experiences with Mentees in the community.



Haven't been paired up with a Mentee yet?

Fireside Chats are a great opportunity to share your knowledge in a live group conversation with Mentees seeking help, giving your colleagues a chance to get to know you before connecting for a mentorship

Some benefits of hosting a Fireside Chat:

- A great way to introduce yourself to the community
- Allows you to share what areas of expertise and focus areas you can offer as Mentor
- Give the opportunity for fellow Mentees to ask you questions and learn about your experiences

How to Create a Fireside Chat

If you are a Mentor, you can create Fireside Chats for members of your community to attend.

To Create a Fireside Chat:

1. Select the “Mentoring Sessions” tab
2. Click on “Create New Mentoring Session” and select “Create a Fireside Chat”
3. Select a time and date for the event
4. Define the Mentoring Topic, Number of Attendees, and Agenda and click “Create”

Tap into your Mentoring Community

Joining Roundtables
Attending Fireside Chats

Roundtables

Chat forums to share topic-driven insights and discussions between members of your community.



Looking for a way to engage in meaningful discussions on a topic you would like to know more about?

Roundtables are a great way to join a group discussion with other colleagues in the Process Solutions Program.

Some benefits of joining a Roundtable:

- Share and exchange relevant resources & learnings
- Engage in discussions with others to gain insights on a topic
- An opportunity to learn more about a topic by asking questions to others

How to Join a Roundtable

If you are a Mentor or Mentee, you can join any available Roundtables that have been created.

To Join a Roundtable:

1. Select the “Roundtables” tab
2. Click “Other Roundtables”
3. Browse the available Roundtables
4. Click the “Join” button

How do I make the most of Roundtables?

- Got a burning question you need answered? Have a browse through the available roundtables and add your question – your community is eager to help out!
- Use this as an opportunity to share your own knowledge and insights on topics you’re interested in – why not create your own Roundtable?

Fireside Chats

Open conversations to acquaint yourselves with fellow Mentors in your community



Looking to know more about the Mentors in your community before you find a match?

Fireside Chats are a great way to get to know the Mentors in your community who are eager to help!

Some benefits of joining a Fireside Chat:

- Engage with prospective Mentors in the community
- Learn more about their areas of expertise and how they can help
- Gain insights before committing to a 1-1 Mentoring Relationship.

How to Join a Fireside Chat

If you are a Mentor or Mentee, you can register to join any available Fireside Chats that have been created.

To Join a Fireside Chat:

1. Select the “Mentoring Sessions” tab
2. Click on “Fireside Chats”
3. Browse the available sessions
4. Select “View and Book”
5. Review the details of the session
6. Click “Book” to confirm your attendance

Please note, there are limited seats available for each Fireside Chat – so be sure to book your place if you are interested in attending!