Mentees and Mentors, please use this template to capture goals and objectives for ongoing areas of personal/professional development.

As the Mentee builds their goals and objectives, feel free to add rows to the template and customise it to suit your mentoring journey.

**Goals**: What is my long-term vision for professional and personal development? What are the growth outcomes I want to work towards?

**Objectives:** What steps do I need to take to work towards my goals?

**Actions:** What tasks do I need to complete in order to progress on my Objectives and positively move towards my Long-term goals?

An example is below:

**Goal: I want to become a People Leader in the next five years.**

**Objective: I will sign up for a Mentoring Scheme to understand leadership and management from someone who has experience in this area.**

**Action: I will get in touch with my Mentor and set up an initial conversation.**

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| **What are my Long term Goals?**  *(What’s my end goal or vision?)* |
| Goal 1: |
| Goal 2: |
| Goal 3: |
| Goal 4: |

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| --- | --- | --- | --- | --- | --- | --- |
|  | **Name:** | | | | **Date:** | |
| **Objectives** | | **Relation to Goals** | **Timescale** | **Action** | **Measuring success** | **Review dates** |
| **What do I need to achieve to work towards my goals?** | | **Which Goals is this linked to? *(Goal 1, 2, 3 or 4..)*** | **By when?**  ***(What’s my***  ***final***  ***timescale?)*** | **What do I have to do to achieve this objective?**  ***(What exactly needs to happen and how?)*** | **How will I know that I’ve achieved my objectives?**  ***(What will I or others notice that would be different?)*** | **Planned date/s for review**  ***(How often do I need to review progress before the final timescale?)*** |
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You can use the table below to capture your progress on your mentoring goals and objectives in each mentoring meeting.

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| --- | --- | --- | --- |
| Mentoring Meeting Number: | Progress on Objectives | Actions completed | Reflections/Notes |
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