Mentees and Mentors, please use this template to capture goals, aims 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.

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| **Name:** | | | **Date:** | |
| **Goal/Aim/Target** | **Timescale** | **Plan of action** | **Measuring success** | **Review dates** |
| What do I want to achieve?  *(What’s my end goal or vision?)* | By when?  *(What’s my*  *final*  *timescale?)* | What do I have to do to achieve this?  *(What exactly needs to happen and how?)* | How will I know that I’ve achieved my goal/aim/target?  *(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 in each mentoring meeting.

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| Mentoring Meeting Number: | Progress on Goal/Aim/Target | Actions completed | Reflections/Notes |
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