

## Mentoring Learning Objectives

### Maximize your Mentoring Relationship

To get the most out of your mentoring relationship, it is essential that you discuss your learning objectives 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 learning objectives.
2. After your first meeting with your mentor e-mail your learning objectives to your mentoring coordinator.
3. Prior to your last meeting with your mentor, review your learning objectives and reflect on what you have accomplished (see *Mentoring Program Reflections page 3*). Share your reflections with your mentor.

### Instructions

#### Column 1: Learning Objectives

Establish at least 2 learning objectives 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 learning objectives:

- 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 learning objectives.

#### 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 learning objectives.

#### Column 4: Progress Timeline

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

**Tips developing learning objectives:**

When considering your learning objectives and 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? Is it in my best interests?

**Measurable:** How can I measure whether or not I've achieved my goal?

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

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

**Timely:** When will I aim to have accomplished 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 Objective	Steps to Accomplish This	People Who I Can Involve to Help Me	Progress Timeline
1.			
2.			
3.			

## Mentoring Program Reflections

Prior to your last meeting with your mentor, review your learning objectives and reflect on what you have accomplished. Consider your original learning objectives and describe your progress since over the past several months.

**What professional skills did you gain from the program?**

**What activity during your mentoring relationship was most beneficial to you?**

**What did you learn about developing a professional relationship?**