



AIRAH Mentorship Program – Setting Goals

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It's important to establish clear goals at the start of your mentorship relationship. This will help you discover what it is you want to achieve. It will also help you and your mentor define the work and map out your efforts moving forward. There is no right or wrong way to establishing/having goals, but it is an important step in the process.

What are mentorship goals?

Mentorship goals are the long- and short-term goals the mentee sets for themselves. The long-term goal tends to be a larger goal (e.g., become a stronger leader) and the short-term goals are the “mini” goals that need to happen along the way to achieve the big goal (e.g., take part in a webinar series on developing leadership skills, reading books on leadership, etc).

The mentee has final say on their goals, but it would be a good idea to seek input from the mentor. The first meeting should involve this goal-setting discussion.

How many goals should I aim for?

As with so many things in life – it depends! It's important to be realistic. The most successful mentorship relationships are ones where both the mentor and mentee believe the mentee is making progress and is not feeling overwhelmed or disappointed with unachievable or unrealistic goals.

How do you break down a big goal into mini goals?

Everyone has their own strategy for making and achieving goals. To achieve big goals, most of us can likely agree breaking them down into smaller goals makes them seem more achievable. And given the nature of the mentorship relationship and its 12-month timeline, this is ideal for setting mini goals.

If your goal is to become a stronger leader at the end of your mentorship relationship, what steps do you need to take along the way? This could include, but is not limited to:

- Reading certain books on leadership
- Attending webinars on developing leadership skills
- Taking a lead role in a coming project

The mentee needs to work on these mini goals, with the mentor there to offer support, suggestions, and feedback. The important thing is to pick the more urgent goal you wish to work on first with your mentor, bring that discussion to your mentoring meeting, and start the journey together.



S.M.A.R.T. goal setting

To help you get started on setting a goal for the mentorship program, here is a template for setting a S.M.A.R.T. goal.

Crafting S.M.A.R.T. goals can help you identify if what you want to achieve is realistic and lets you determine a deadline. It is designed to help you succeed so be positive when answering the questions and use concise language but include relevant information.

Initial goal	Write the goal you have in mind.
S – Specific	What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?
M – Measurable	How can you measure progress and know if you've successfully met your goal?



	A – Achievable	<p>Do you have the skills required to achieve the goal? If not, can you obtain them?</p> <p>What is the motivation for this goal?</p> <p>Is the amount of effort required on par with what the goal will achieve?</p>
	R – Relevant	<p>What am I setting this goal now?</p> <p>Is it aligned with the overall objectives?</p>
	T – Time-bound	<p>What's the deadline and is it realistic?</p>
	S.M.A.R.T. goal	<p>Review what you have written and craft a new goal statement based on what the answers to the questions above have revealed.</p>