



MENTEE ACTION PLAN

With your mentor, set goals that are focused and realistic. Effective goals should be SMART:

- S: Specific
- M: Measurable
- A: Achievable
- R: Results-oriented
- T: Time based

Focus on competencies (Skills, knowledge and attributes) that are important to your organisation and your career development. Build on strengths as well as weaknesses.

Mentoring goal #1: _____

Competency: What specific skill/knowledge do I want to develop?	Learning activity: What action will I take to develop this?	Beginning date and end date	I know I have achieved my goal when