

SETTING GOALS

- -Goals should be **specific**-_Goals need to be clearly explained, using details about what the mentee wants to achieve.
- -Goals must be **time-framed**. You both need to plan an overall time frame for goals with interim deadlines to ensure that your mentee is moving toward these goals. It is important not to make goals too future oriented.
- -Goals must be **results oriented**. You need to concentrate on the results of your efforts, not so much on the activities that are required to accomplish them. An activity provides a way of reaching the goal, but the end result (the goal) should not be neglected.
- -Goals must be **relevant**. The goals must be appropriate and in tune with child support, while moving the mentee closer to the type of work that he or she finds challenging and enjoyable.
- -Goals must be **reachable**. The goals must be within the mentee's reach. The mentee needs to feel challenged, but not incapable of reaching the goals. You must consider the special talents of your mentee and weigh these talents with the requirements of the goal for which your mentee strives. You need to create the right career "fit" for your mentee.
- - Concentrate first on setting goals that will help the mentee accomplish what **needs** to be done.
- -Keep in mind that set goals must be **flexible** enough to accommodate changes in the workplace and changes in your mentee's interests. Goals shouldn't be so rigid that adjustments can't be made. Sometimes changes in department will require alterations in your mentee's goals. Think of how your mentee will reach his or her career goals. There are several career-building alternatives you can offer your mentee