MENTEE ACTION PLAN

With your Mentor, set goals that are focused, realistic, and tied to your competency goals.

Effective goals should be **SMART**:

♣ S: SPECIFIC

♣ M: MEASURABLE

A: ACHIEVABLE

R: RESULTS-ORIENTED

T: TIME BASED

Focus on competencies important to your organization. Build on your strengths as well as your weakness. Look for opportunities to learn by doing as well as observing and listening.

Mentoring Goal #1: 34T

Competency: what	Learning Activity:	Beginning date &	My co-workers &	I know I have
specific skill do I want	what action will I	ending date	supervisor will see	achieved my goal
to develop?	take to develop this		the following	when