



# HEAL Mentoring Program

## MENTORING OBJECTIVES FORM<sup>1</sup>

Setting objectives is an important part of the HEAL mentoring program. This will help you think about your long- and short-term goals. It will also work as the foundation upon which you develop your objectives for your mentee-mentor relationship during the program. You will complete this form with the help of your mentor. It is expected that at the first meeting with your mentor, you will discuss, consolidate and agree upon the mentorship objectives, as well as plan how you will work together to meet these objectives during the program.

### SECTION ONE

This section should be completed by the mentee and sent to their mentor prior to their first meeting.

#### 1. The big picture

Begin by considering your career goals. If you have big picture goals, start by noting these down. For example, if you are studying you may want to consider what you want to be doing after you finish your degree. Identifying and acknowledging bigger picture goals can help you identify how you can work towards smaller and more specific short-term goals. Knowing your big picture goals is also useful for your mentor who may have additional ideas of how you can go about reaching these.

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#### 2. Short-term goals

Move on to list your short-term goals that will contribute to your big picture goals. For example, what would you like to achieve this month, in six months, or within a year?

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<sup>1</sup> Adapted from the PHAA National Mentoring Program



## SECTION TWO

This section is optional. Some mentees may find the following steps useful to structure their relationship with the mentor, some may prefer a more informal arrangement for meetings. If you choose to use these activities, you can complete them together with your mentor at the first meeting.

### 3. Mentorship objectives

Work with your mentor to set objectives for your mentor-mentee relationship that will contribute to you achieving one or more of your short-term goals. Your mentor will be able to help you in setting realistic objectives that can be achieved over the 12-month program.

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### 4. Mentorship actions and activities

Now work with your mentor to identify what specific actions and activities you will take during the program that will help you meet your mentorship objectives. Remember to regularly check in with your mentor to let them know how you are progressing and to discuss progress with your mentor throughout the program.

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### 5. Mentorship expectations

Discuss expectations with your mentor so that you are on the same page about what to expect from each other over the duration of the program. This includes deciding how often and through which mode you will meet.

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## CONTACTS

If you have any questions, concerns or updates regarding the program or your pairing, please contact us at [heal.emcr@canberra.edu.au](mailto:heal.emcr@canberra.edu.au).