

Goal-Setting Exercise

Instructions: This exercise is designed to help mentors and mentees begin thinking about their goals and expectations for the CSTE Mentorship Program. These questions will hopefully guide you through an introductory meeting in which you discuss your needs and communication styles. Mentors and mentees will complete the worksheet individually before sharing and discussing their answers together. It is strongly recommended that the discussion happen via phone or skype. Some example responses are provided for clarification and guidance.

Mentors and Mentees

I. Goals and Expectations

1. What are your expectations for the CSTE mentoring program?
2. What are your goals for the mentoring relationship?
3. What ground rules are needed?

Example Response:

1. Adhere to our agreed upon schedule as closely as possible.
2. Cancel or change meetings 24 hours or more in advance.
3. Follow through on commitments (reading a shared article, editing your resume, etc.)
4. Maintain a positive and professional attitude.

II. Communication

1. What is your preferred communication method and why?

Example Response:

I prefer to communicate via phone call. I feel this method of communication is easy and accessible from my office, home, or while traveling. Additionally, a phone conversation is more time-efficient than email, allows less room for misunderstanding than written communication, and builds verbal communication skills.

2. In receiving feedback, which ways are helpful and which are not helpful for you?

III. Building the Relationship

1. What are three things you hope to gain from the mentoring relationship?
2. What aspects of your previous experience would you like to share that could be relevant/important to building our relationship and meeting our expectations?
3. What obstacles do you feel you/we might face throughout this relationship?
4. What strengths do you bring towards meeting your goals (these could be professional, personal, interpersonal, organizational, or other)?

Mentees Only

IV. Working with a Mentor

1. How can a mentor best work with you to stay on track and motivated during this process?
2. What do you need from your mentor that would make the process most effective for you?
3. What do you bring to this mentorship that will benefit your mentor?