

ASAP Mentorship Program

Engage in meaningful one-on-one interactions. Grow the field of Adaptation.

Call 1: Getting to Know Each Other and Setting Goals

This first call is all about getting to know each other and collectively setting and discussing your goals and expectations for the mentorship sessions to come. Before jumping into setting goals, be sure to take time to **get to know each other**. For example, mentors may want to share their career path and current projects, while mentees may want to share about past experiences and current things happening in school, work, or life. We recommend also taking time to **discuss ground rules** for your meetings together. Ground rules could be as simple as:

- Commit to showing up on time
- Be present in the meeting
- Minimize distractions (e.g., no cell phones, email closed)

Once you have taken the time to get to know each other a bit more, you can then jump into setting goals for your time together this year. We recommend using the worksheets below as *guides*. If they do not work for you, feel free to modify and adjust to your needs! That said, we ask that Mentees submit their goals to the Mentorship Program Team to facilitate accountability and for a reflection activity at the end of the program. Mentees, see below for more details on submitting your goals worksheet.

Before your First One on One Call:

- Mentees- Come to the call ready to discuss your goals with your mentor. Be sure to complete your goal setting worksheet and upload a copy of this document (or whichever document you've used to explore your goals) with your goals + reflections [here](#). This is a private folder and can only be viewed by the Mentorship Program Team.
- Mentors- Reflect on the Mentorship Competencies we reviewed at orientation and consider the commitments you can make to help mentees achieve their goals

During your first One on One Call:

- Get to know one another (share your background and interests)
- Set ground rules for your mentoring relationship
- Discuss your goals and commitments
 - Mentees- share the goals you outlined on the Goal Setting Worksheet
 - Mentors- discuss the commitments you can offer to support your mentees goals

Questions? Contact the Mentorship Program Team!
mentorship@adaptpros.org

Mentees: Goal Setting Worksheet

When completing the table below, we encourage you to be intentional and to be as true to yourself as possible. You can create as many goals as you would like, but we recommend keeping to less than five since goals should be SMART:

	S	M	A	R	T
Specific (simple, sensible)					
Measureable (motivating)					
Actionable (agreed, attainable)					
Relevant (reasonable, realistic)					
Time-based (time limited, timely)					
					
	Specific	Measurable	Attainable	Relevant	Time Based

As you think about potential goals to achieve this year, here are some questions to consider and reflect on that may inspire goal creation:

- What do you enjoy about your current job or work?
- What would your ideal work day look like?
- When was a time you felt represented in your workplace? How did that influence how you were able to speak out to share ideas and advocate for your perspective?
- When is a time when you felt you were listened to? What change did that make?
- Are there specific content knowledge skills you are hoping to gain this year?
- Are there specific technical or professional skills you'd like to hone in on this year?
- Are there professional connections you're hoping to make this year?
- Given your mentor's background, are there specific things you are hoping to get from them?

Goal	Metric of Success	Method to Achieve Goal	Support Needed
<i>Example: Improve networking skills</i>	<i>Example: Attend at least 1 networking event in 2022</i>	<i>Example: Signup for professional network newsletters to learn about networking events</i>	<i>Example: Ask mentor which professional networks or events they might recommend</i>

Create a copy of this document to draft your goals and take notes on your reflections to the questions above

Mentors: Making Supportive Commitments

During your first one-on-one call, we encourage you to set the stage by starting the call with an open discussion about each other. Ask your mentee to share about their life/passions/interests and why they joined the Mentorship Program. Share about yourself and why you were interested in being a mentor. Have open dialog, but try to ensure you keep at least 30-minutes to discuss goals for the year.

Mentees will draft their goals before this call, so that portion of the call should be led by them. Ask them to talk about their goals with you. As you listen, pay particular attention to the “support needed” column (see above template on page 2) and share ways you can support them in achieving that goal.

To support the Mentees goals, consider the Mentorship Competencies we discussed during orientation. A refresher is below. Are there competencies that resonate with you and you are excited to apply during this program? How can you leverage these competencies to support your mentee in achieving their goals? ***Come to your first one-on-one call ready to discuss how you can commit to supporting your mentee using the Mentorship Competencies below.***

Challenging

- Raise mentee’s level of expectations
- Nudge mentee beyond comfort zone
- Encourage mentee to accept more difficult activities
- Examine gap between current and potential levels of achievement

Pathfinding

- Help mentee select and organize experiences that lead to learning and growth
- Act as a trusted guide - personify what’s possible
- Help mentee see current step and big picture
- Demonstrate the meaning behind involvement

Empowering

- Provide freedom to decide
- Help develop skills to make decisions and take action
- Help mentee think through concepts and evaluate potential actions
- Relinquish control - provide changes to success or fail
- Clarify thoughts and feelings in order to decide and act

Supporting

- Affirm the validity of the mentee’s actions
- Allow the mentee to feel safe and sustained
- Instill understanding, confidence and trust
- Insure that your mentee feels that you have their best interests at heart