individual development Plan

Goal setting can be a difficult process. It requires reflection on your current situation and where you would like to see yourself in the future. Here are some suggestions for creating ‘SMART’ goals:

* 1. Be **Specific** – Your goal statements should be concrete and action-oriented. What, specifically, are you trying to accomplish?
  2. Ensure the Goal is **Measurable** – How will you know when you have achieved the goal? How will you track and measure progress? How do you define success?
  3. Create **Achievabl**e Goals – The goal should require work, but be attainable. Is the goal too big or too limited?
  4. Create **Realistic** Goals – Do you have the ability and commitment to reach the goal? What additional resources, of time, money, or capability, will be needed for you to reach the goal?
  5. Give Yourself a **Timeline** – There should be a specific and reasonable time-frame for achieving the goal.

**Mentee:** Reflect on your personal and professional life and your vision for your future, and use the form below to articulate your short-term goals for this eight-month program. Establish for yourself several preliminary learning goals. Be specific (e.g., attainment of new skills, greater confidence in applying existing skills: giving and receiving feedback, setting and meeting goals, searching evidence for practice) etc.). You and your mentor will come back to these goals periodically and monitor progress. You will have the option of adding new goals or refining these as the program proceeds.

Do you have any special requests or preferences about how your mentor can best support you (e.g. review cases from my practice, cover specific topics)?

**Signatures:** Mentee………………………………… Mentor……………………………………

**Date**: ………………………………… **Date**: …………………………………

**NB:** A copy of this document should be held by both parties.