



MENTORCONNECT

Goal Setting - Mentee Resource

BUILDING YOUR CAREER VISION



ABOUT MENTORCONNECT

[The MentorConnect program](#) brings together skilled immigrants and established professionals in occupation-specific mentoring relationships. Skilled immigrants entering the program have the education, experience, and language skills to succeed in the Canadian labour market. However, they may not understand the Canadian context of their profession, workplace culture, or know how to translate their skill sets. Often what they need are the local insights and access to professional networks that a one-on-one connection with a local mentor can offer.

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GOAL SETTING

BUILDING YOUR CAREER VISION

Goal setting is essential for providing direction and clarity. It helps you define what you want to achieve and sets the stage for your personal and professional development. However, simply having goals is not enough.

An action plan translates these goals into specific, actionable tasks, making it easier to track progress and maintain momentum. It provides a clear path to follow, helping you stay organized and focused on your priorities.

A vision statement serves as your North Star, providing long-term direction and motivation. It helps you stay aligned with your core values and keeps you inspired, even when faced with challenges. Your vision statement ensures that your goals and action plans are not just tasks to complete but are steps towards fulfilling your broader life mission. Here is how they work together:

Define Vision:

- Start with vision statement. It outlines your ultimate goals and the values that drive you.
- Example: "I aspire to be a leader in sustainable business practices, making a positive impact on the environment and society."

Set Goals:

- Based on vision, set specific, measurable, achievable, relevant, and time-bound, emotion, re-evaluate (SMARTER) goals.
- Example: "Within the next five years, I will lead a team to reduce our company's carbon footprint by 50%."

Create an Action Plan:

- Break down your goals into smaller, manageable tasks. Outline the steps needed to achieve each goal, set deadlines, and identify necessary resources.
- Example: "Conduct an audit of current practices within six months, implement a recycling program within the next year, and introduce energy-efficient processes over the next two years."

In the following sections each of these phases are introduced. Subsequently, the SWOT method can help you evaluate your achievements throughout the steps above.

WHAT IS A VISION STATEMENT? ¹

A personal vision statement is a summary of your ultimate career goal and key attributes. It could include your goals, values, and aspirations. Incorporating your strengths and values into formulating your vision, you can produce a succinct description of your vision. It guides you to make choices and

¹ Adapted from togetherplatform.com.

decisions that will inspire you, motivate you, and help you be clear about your purpose and direction in your life and your work.

This is something you can continue to improve and adapt to as your situation changes.



How to Develop a Vision Statement?

Answer the following questions to help you craft your vision statement:

- What am I enthusiastic about?
- What do I value most?
- What do I enjoy doing?
- How do I want to make a difference?
- What are my interests?
- What are my SMARTER goals?
- What are my Strengths, Weaknesses, Opportunities, Threats?
- How do I refine and improve my vision statement?
- Does my vision statement align with my values, priorities, and actions?
- How do I communicate my vision statement to others that will support me, to translate it into actionable steps and strategies, and hold me accountable?
- What stories, examples, and insights can I share?

QUOTE: *“You never get a second chance to make a first impression.”*

AM I CLEAR ABOUT MY GOALS?

Your mentorship success will be determined by how clear you are about what you want to achieve. To clarify your goals, follow the steps below:

Exploring the future:

- Write down everything without trying to make sense of it just yet.

Identify specific objectives for your mentorship journey:

- Once you have your big goals in mind, narrow down what you wrote to 3-4 sentences the things that will be possible to change over 3-6 months from now. These will be what you want to discuss with my mentor.

Determine what you expect to achieve through mentorship:

- What will you have accomplished by the end of the mentorship? By 6 months?

Questions your mentor may ask you:

- What do you want to achieve?
- How will we know you are on the right track?
- What will you achieve in the next 3-6 months that you haven't yet?
- How would you like us to work together? (practical exercises & homework, sharing experiences, networking activities)?
- How do you usually enjoy learning?

WHAT IS A SMARTER GOAL?

While SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals lay the foundations for goal setting, defining SMARTER goals is an extended version of it that is essential for maximizing the impact of your mentorship journey. Here is what SMARTER goal mean with examples:

S-Specific:

- Your goal is clear and targets a specific area for improvement.

Example:

"I will improve my English language proficiency by taking an English language course for 3 hours every week for the next 6 months."

M-Measurable:

- You know when your goal is accomplished.

Example:

"I will increase my LinkedIn connections by 20% within the next two months by sending connection requests to professionals in my industry."

A-Achievable:

- You are in control of the outcome of your goal.

Example:

"I will complete an online project management certification course within the next year, dedicating 2 hours of study each day."

R-Relevant/ Realistic:

- Your goal is meaningful and makes sense within the context of who you are or what you want to be.

Example:

"I will enhance my leadership skills by participating in a local leadership development program that aligns with my career aspirations."

T-Time-bound:

- Your goal has a time frame for accomplishment.

Example:

"I will prepare a well-structured resume and cover letter tailored to my desired job position within the next two weeks."

E-Emotion:

- This is how you feel during and how you will feel reaching you goal.

Example:

"I want to feel proud when I reach my goal, I would be grateful for my accomplishment and the people who support me. I would be inspired to set another goal."

R-Re-evaluate:

- You take the time to look at your goal and the action you've taken towards the goal by asking yourself questions. You can also use the SWOT analysis that will be discussed in the upcoming section.

Example:

"Are the activities I have planned towards reaching my goal working well?" or "Is the time frame I have set too short?"



How to Develop your own SMARTER Goals?

Let's practice defining your SMARTER goals here by answering these questions:

Specific

- What is your specific goal that is tailored to your unique needs and circumstances?

Measurable

- How will you track your progress to ensure you reach your goals?

Achievable

- Is your goal something you can reach given your current situation?

Relevant

- Does your goal make sense and is it important to progress your long-term aspiration?

Time-Bound

- What is the timeframe that will reach your goals?

Emotion

- What is the driving feeling that motivates you to reach your goals?

Re-evaluate

- How is the progress towards reaching your goals going? What is working well? What can be even better?

HOW DO I CREATE A CLEAR ACTION PLAN?

A clear action plan is essential for turning your goals into reality. By breaking your goals into actionable steps, you can systematically work towards achieving them. This plan will serve as a roadmap, guiding you through the process and helping you stay focused and motivated. Goal setting provides the direction you need, while a clear action plan outlines the steps to reach those goals. To determine your action plan, use the following tips:

Understand yourself and your motivation:

- Ask yourself key questions to understand who you are and what drives you.

Find your vision (north star).

- Reflect on your current circumstances, your ideal future state and your values, beliefs, and attitudes.

Break down your larger goals into smaller parts.

- Prioritize your goals into workable components.

Assess your skills.

- Understand your strengths and identify areas for improvement.

Be practical with your plan.

- Set your baseline for cultivating the pursuit of your goals, professional skills, and leadership skills.

WHAT IS A SWOT ANALYSIS FOR PERSONAL DEVELOPMENT?²

A personal SWOT analysis is a tool that can help guide you evaluate your strengths, weaknesses, opportunities, and threats in relation to your personal and professional goals. It is a simple yet effective way to assess your current position and plan for future growth.

Strengths:

- These are the positive qualities and skills that you have or can develop. They can help you achieve your goals and overcome challenges. Examples of strengths are unique cultural background and perspective, resilience and adaptability, strong work ethic, multilingual skills, technical skills, etc.

Weaknesses:

- These are the areas for improvement that you can work on. They can hinder your progress and create obstacles for you. Examples of weaknesses are language barriers, lack of professional network, limited knowledge of local job market, limited knowledge of local customs and culture, etc.

Opportunities:

- These are the external factors and situations that can benefit you and help you grow. They can open new doors for you and create possibilities for success. Examples of opportunities are access to mentorship programs, availability of language classes, growing demand for diverse perspectives in the workplace, etc.

Threats:

- These are the external factors and situations that can harm you and limit your potential. They can close doors for you and create risks for failure. Examples of threats are discrimination and prejudice, economic instability, changes in immigration policies, etc.

**Personal SWOT Analysis - Practice**

Use this worksheet to practice using SWOT to evaluate your goals and achievements. Ask the questions from yourself and note down the answers.

Strengths: Identify and list your skills, knowledge, and experience that makes you stand apart, of which I am proud.

- What do I do well and sets me apart from others?

² Adapted from mindtools.com.

Weaknesses: Identify and list areas for improvement.

- What do I need to work on to achieve my goals?

Opportunities: Identify and list any opportunities that will advance you further to where you want to be/go.

- What resources are available to me that I can take advantage of to help me succeed?

Threats: Identify and list the obstacles or personal traits that prevent you from achieving your targets and/or hurting your career advancement.

- What factors do I need to be aware of and plan for that could prevent me from achieving my goals?

INITIAL ASSESSMENT FOR PARTNERSHIP GOAL SETTING ³

Mentees and mentors are strongly recommended to use this tool during their first meeting **to identify which topics and goals to address during their partnership.** Set the goal for the meeting and identify the topics related to that goal and the extent to which you would like to discuss them in a table like the one shown in the following template and examples so you can initially assess your goal setting.

GOAL	Yes, I want to discuss this.	I only want to spend a small amount of time on this.	No discussion needed at this time.
Topic 1			
Topic 2			
Topic 3			
Topic 4			
Topic 5			

³ Adapted from TREIC TMP Resource <https://www.mentoringpartnership.ca/wp-content/uploads/2017/09/Initial-Assessment-for-Partnership-Goal-Setting.pdf>

You can refer to and update this document throughout your time together. The topics below are suggestions only. Feel free to adjust and add to the list as needed.

Mentees, how useful or relevant are the following topics?

Example Goal and Topics 1:

Discussing a couple of job postings that the mentee has found. List these topics or actions below:

Hiring Process	Yes, I want to discuss this	I only want to spend a small amount of time on this	No discussion needed at this time
Telephone interviews.			
Different types of in-person interviews, particularly those most typical in my profession and/or sector.			
Behavior-based interview questions.			
Sending thank you emails and follow-up communication.			

Example Goal and Topics 2:

For example, preparing and practicing answers to typical interview questions (mock interview). List these below: Are there additional topics and/or specific actions you'd like to take during your meetings?

Applying for Jobs	Yes, I want to discuss this	I only want to spend a small amount of time on this	No discussion needed at this time
Where and how to look for job postings and opportunities.			
How to identify potential employers.			
Understanding what employers are looking for in my sector and profession.			
Preparing a strong resume.			
Preparing a strong cover letter.			
Creating a strong LinkedIn profile.			
Creating a plan for applying for jobs (e.g., number of applications to submit per week).			

Example Goal and Topics 3:

For example, discussing how to network at an event where you don't know anyone. List these below:

Networking	Yes, I want to discuss this	I only want to spend a small amount of time on this	No discussion needed at this time
Information interviews.			
Finding out about networking opportunities (e.g., events, professional associations, workshops or conferences, Meetup.com groups).			
What is networking like in Canada, particularly in my profession and/or sector?			
Practice networking skills.			
Finding useful profession-specific LinkedIn groups to join.			

Example Goal and Topics 4:

For example, having a discussion around how social people in different countries tend to be with their colleagues (how much personal information do they share? Do they socialize outside of work?) List these below:

Culture and Communication	Yes, I want to discuss it	I only want to spend a small amount of time on this	No discussion needed at this time
When in a job interview, how do people typically demonstrate confidence?			
When working together, how much personal information do colleagues typically share?			
What does small talk look like in a work/professional or interview context(what do people talk and not talk about)?			
Typically, how direct or indirect are people with one another at work?			
Is it okay to openly disagree with someone more senior at your organization?			
If you're a manager, how much or how little direction are you expected to give your staff?			
What does it typically mean to "take initiative" at work?			
What is expected of staff at team meetings (e.g., how social should one be at the beginning of a meeting, how much detail to share when updating the team on a project)?			

Example Goals and Topics 5:

For example, how to negotiate a job offer (e.g., salary, benefits, etc.) with a potential employer. List these below:

After Job Search	Yes, I want to discuss it	I only want to spend a small amount of time on this	No discussion needed at this time
Assessing job offers.			
What to expect when being onboarded into an organization.			
What are performance evaluations typically like?			
How is feedback typically given and how are employees expected to respond?			
What should I do during my probationary period to demonstrate to my employer that they made the right decision in hiring me?			
What kinds of things can I do in the future to reach new professional goals (e.g., achieve future promotions).			

Additional Topics and Skills

Are there any additional topics you'd like to discuss or skills you'd like to work on?

Did you find this resource helpful? Do you have any further suggestions or ideas to share with us?



Contact Us

For further information contact us at:

Email: mentorconnect@iecbc.ca

Website: <https://iecbc.ca/our-work/programs/mentorconnect/>



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