

***Please fill out with your Mentor and keep a record.**

Mentees-Personal Vision and Priorities

A compelling vision can help build your success and give direction to the mentoring relationship. Bennis, Senge and Covey emphasise the importance of having a compelling vision in helping leaders to succeed. Senge defines vision as what you want to create of yourself and the world around you.

Consider what is important in your life and what you value most. A personal vision statement explains

1. who you are to others?
2. who you want to be and
3. what you stand for.

It can guide you when making choices and decisions in life. As briefly as you can, frame your personal vision.

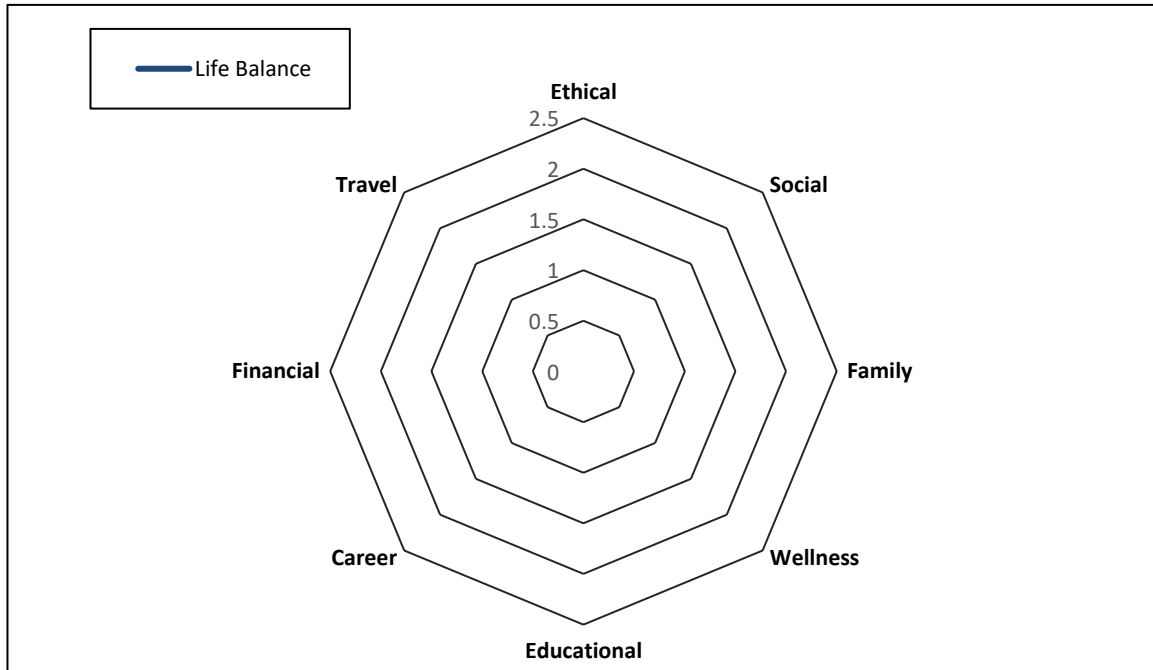
Next consider where you are going in terms of your career. Where would you like to be and what would you like to be doing in five years' time?

Identify your three most important priorities from the Life Balance Priorities below, and what you would need to do to achieve them.

- 1.
- 2.
- 3.

Life Balance Priorities

- Mark where you believe your current priorities are placed on the above chart (0-2.5) ([click right on the life balance legend in the chart then select 'Edit Data in Excel'](#) from the arrow)
- Add a score from 0 to 2.5 to the excel sheet that pops up
- Discuss with your Mentor possible strategies for shifting your priorities in the desired direction.



Identifying your major strengths and weaknesses

Identify professional areas of interest

What are your greatest barriers to realising your potential?

Identify your most important development needs. To assist you, please refer to the ACHSM Management Competency Framework and define 4 elements.

- what your current role encompasses i.e., what you need to be competent to do?
- the knowledge, skills and attitude that make up that competence
- at what level you need to be competent? i.e., whether a basic knowledge of the subject is adequate, or do you need to be an expert?
- what could you do to prove that competence? e.g., what evidence you could provide.

- 1.
- 2.
- 3.
- 4.

Identify no more than 5 goals which will form part of your Professional Development Plan.

Identify your goals and discuss with your mentor.

- 1.
- 2.
- 3.
- 4.
- 5.

Complete your Professional Development Plan.

Specify your chosen Goals and clear action-oriented Objectives which are SMART

S - Specific M - Measurable A - Achievable R - Realistic T - Timely

Mentees - Professional Development Plan

MENTEE'S NAME:		MENTEE'S SIGNATURE:	
MENTOR'S NAME:		ORIENTATION:	
MENTOR'S SIGNATURE:		MID PROGRAM REVIEW:	
		END OF PROGRAM:	
PROFESSIONAL DEVELOPMENT OBJECTIVES TO BE MET	DEVELOPMENT METHODS	DEVELOPMENT ACTIVITIES	READY FOR REVIEW BY