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**FOUNDATION
FOR WOMEN**

Introduction to Phase 2: Setting Goals

In Phase 2, mentees will collaborate with their mentors to clarify their business and professional development needs, set SMART goals, and define success criteria. This phase is crucial in building a strong foundation for the mentoring relationship by ensuring both parties are aligned and have a clear vision of what they want to achieve.

Key outcomes by the end of phase 2:


- **Consistent Engagement:** You will have met with your mentoring partner for a minimum of 2 hours per month using the mentoring platform.
- **SMART Goal Setting:** You will have collaboratively set SMART (Specific, Measurable, Achievable, Realistic, and Time-Bound) goals.
- **Progress Measurement:** You will have established a process to measure progress toward these goals.
- **Defining Success:** You will have clearly agreed upon what success looks like for your mentoring partnership.

Goal setting is a critical step in initiating a successful mentoring relationship. Below are guidelines to help mentors and mentees effectively navigate the key activities of Phase 2.

Clarify your goals

Defining clear and concise goals is essential. Without clear goals, both mentors and mentees may struggle to stay focused, potentially leading to confusion or stagnation in the relationship. To avoid this, work together to identify specific objectives.

For example, a mentee might express a general concern like, "I'm not making enough money." However, this broad statement needs to be unpacked to uncover the root cause. Through discussion, the mentor and mentee might refine this into a more specific goal, such as "I'm not attracting enough customers to achieve profitability." This focused approach allows for the creation of targeted goals, such as increasing customer acquisition and enhancing profitability.



Remember: Mentoring is a two-way process. Mentors should also take this opportunity to reflect on and discuss their own goals with their mentee.

Setting SMART goals

Once both the mentor and mentee have a clear understanding of what they want to achieve, the next step is to translate this vision into actionable steps. This is where setting SMART goals becomes essential. SMART goals ensure that the objectives are:

- Specific: Clearly defined and unambiguous.
- Measurable: Quantifiable to track progress.
- Achievable: Realistic and attainable.
- Relevant: Aligned with broader objectives.
- Time-Bound: Set within a specific timeframe.

Mentors play a key role in guiding mentees to incorporate each of these criteria into their goals. Goals can be set directly on the mentoring platform, making it easy to track and review progress regularly.


Planning for success: measuring progress

With SMART goals in place, the final step is to establish milestones to track progress. These milestones serve as checkpoints, allowing mentors and mentees to assess how close they are to achieving their goals. Reaching milestones is not only motivating but also provides opportunities to reassess and adapt the plan if new challenges or opportunities arise.

Regularly reviewing progress ensures that both parties stay engaged and on track. It also allows for the mentoring relationship to remain dynamic and responsive to any changes in circumstances.

Additional resources

See these resources to support your time in Phase 2:

- [The importance of setting goals](#)
 - [How and why to use SMART goals](#)
 - [Goal setting for mentees](#)
 - [How mentors can support mentee to create goals](#)
 - [Supporting your mentee to take action towards her goals](#)
 - [Goal tracking template](#)
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Support and assistance

If you have any questions or require additional support at any stage during this phase, please do not hesitate to contact the Mentoring Women in Business Programme team via the Program Coordinator 'loop'. We aim to respond to all queries within 2 UK working days.

By carefully navigating Phase 2, both mentors and mentees will lay the groundwork for a productive and mutually beneficial mentoring relationship.

