



## EMERGING LEADERS IN CONTRACEPTIVE TECHNOLOGY INNOVATION

### DISCUSSION GUIDE 5 – Setting Networking and Career Goals

#### Introduction to One-On-One Mentoring Sessions

*The purpose of this guide is to provide a structured approach for your one-on-one mentor-mentee meetings. Keep in mind that these templates and activities are provided to you as optional guidelines/resources and do not need to be followed exactly. If you would like to skip questions, modify, or continue a discussion that is particularly helpful, please feel free to do so.*

#### Ground Rules

Consider the following list of dos and don'ts as you engage in your mentoring relationship:

- During mentoring session, remove any distractions (like phones and email) in order to provide 100% focused attention.
- Respect boundaries. Don't ask questions that are too personal unless permission is given.
- Keep commitments while also being mindful of busy schedules.
- Treat sensitive information as confidential.
- Be open to learning new things and be accepting of new and different perspectives.
- Quickly bring any issues, questions, or concerns to the attention of the *Emerging Leaders in CTI* point of contact, Emily Hoppes ([ehoppes@fhi360.org](mailto:ehoppes@fhi360.org)).

#### Setting Smart Goals

When setting career goals it is important to be both specific and realistic. It is also important to be flexible and open to the possibility that these might change, especially if you are early in your career. S.M.A.R.T. is a mnemonic acronym that provides criteria to for setting goals for better results. A S.M.A.R.T. goal is:

- **Specific:** Answers who, what, when, where, why, and/or how.
- **Measurable:** Provides a clear metric or result that will show you have accomplished it.
- **Attainable:** Stretches you just enough, but is still possible.
- **Relevant:** Connects to your true direction and purpose.
- **Timed:** Provides a day/date that it will be accomplished by.

#### Examples of a SMART Goals :

- *“Find a job that contributes to social good, uses my strengths in business and operation process engineering, and provides the opportunity to keep learning from people with more experience, and do it in the next 18 months.”*
- *“Identify my biggest gap in growing as an individual contributor in the field of data science and grow my skills to a level that people across my nonprofit, by the end of 2019, recognize me as the subject matter expert on this topic and use me as a resource to see how data science can help them make a bigger impact.”*

Note that there are many different types of career goals; some are short-term, while others are long-term; some are specific to a job or position, while others are more focused on developing skills and connections that contribute to your overall career. It is important to think through and set a variety of goals for yourself as you are building your career. The activities below can help you begin this process.

### Activity 1: Aligning Career Development Tools and Goals (30 mins)

**DIRECTIONS:**

- Have a brief conversation together about some of the mentee’s career goals. Write out 1-2 S.M.A.R.T. goals together using the information and guidance above.

<b>GOAL 1:</b>
<b>GOAL 2:</b>

- Review the mentee’s CV or resume together with these career goals in mind. Mentors should offer advice and edits in order to improve the mentee’s CV/resume and better align it with any of the career goals written above.
- *OPTIONAL: Review the mentee’s LinkedIn page in the same way.*

### Activity 2: Setting Networking Goals (30 mins)

**DIRECTIONS:**

- Develop a SMART career goal together related specifically to networking. (NOTE: You may want to review your mapping activities from last month to inform this goal.)
- Have a discussion about the challenges you might face in reaching this goal and about the challenges of networking as a student or young professional overall.

Reflecting on Expectations	
QUESTIONS FOR YOUR MENTOR	QUESTIONS FOR YOUR MENTEE
<ul style="list-style-type: none"> <li>• What strategies would you recommend for making the most of conferences/ webinars/ information sessions?</li> <li>• How can I best navigate relationships with people I’ve reached out to multiple times without receiving a response?</li> <li>• What are the best methods for maintaining a relationship once it is established?</li> </ul>	<ul style="list-style-type: none"> <li>• What strategies have (or haven’t) worked for you in the past when it comes to making the most of conferences/ webinars/ information sessions?</li> <li>• How do networking activities make you feel? Do you ever feel like a burden or an after-thought? How can you overcome these feelings?</li> <li>• How do you decide which relationships to prioritize when it comes to maintenance and growth?</li> </ul>