

RED Mentee Action Plan: To be filled out during Peer Partner Meeting 1 or 2.

With your mentor, set up goals that are focused and realistic. Effective Goals should be SMART: Specific, Measurable, Attainable, Results Oriented, and Time Based. For each goal, establish competencies to develop to meet your goal. Look for opportunities to learn by doing in addition to learn by observing and listening. Build on your strengths and weaknesses. Mentors can support you by providing resources, allowing for job-shadowing, connecting you with others, walking through processes, etc.

Mentoring Goal Example: Become proficient in completing the award setup approval process for my department – being able to respond successfully to Award Setup approval requests on my own, without seeking help from colleagues and without error.

Competency: What Specific Skill Should I Develop to Meet This Goal?	Learning Activity: What Action(s) Will I Take to Develop This Skill?	Goal Beginning and End Dates for Skill Development:	My Mentor Will Support Me by Providing or Seeing That:	I Know I Have Achieved My Goal When:
<i>Reviewing Award Notice to successfully locate applicable award setup information.</i>	<i>Sit with Mentor and walk through the language of a DHHS and NSF award notice (my departments most frequent sponsors).</i>	<i>Complete by End of January.</i>	<i>Providing an opportunity to walk through the award documents together and opportunities for Q/A and Discussion.</i>	<i>When I receive my next award notice and feel competent in locating all the necessary information for setup.</i>
<i>Ability to complete the Projects Tab in WISPER and respond to the Setup Projects Approval from RSP/Deans Office.</i>	<ol style="list-style-type: none"> <i>1 – Attend RED: Award Setup Process course.</i> <i>2. Review RED: Award Setup WISPER Demo Microlearning Video.</i> <i>3. Shadow to watch mentor (or designee) complete an award setup request for their department.</i> 	<i>Complete by End of February</i>	<ol style="list-style-type: none"> <i>1-Holding me accountable for attending and reviewing the available Award Setup resources from RED.</i> <i>2-Finding me a colleague who does award setup to shadow.</i> 	<i>When I receive my next award setup approval request and can complete the projects tab without error or additional questions from RSP.</i>

Mentoring Goal #1:

Competency: What Specific Skill Should I Develop to Meet This Goal?	Learning Activity: What Action Will I Take to Develop This Skill?	Goal Beginning and End Dates for Skill Development:	My Mentor Will Support Me by Providing or Seeing That:	I Know I Have Achieved My Goal When:

Mentoring Goal #2:

Competency: What Specific Skill Should I Develop to Meet This Goal?	Learning Activity: What Action Will I Take to Develop This Skill?	Goal Beginning and End Dates for Skill Development:	My Mentor Will Support Me by Providing or Seeing That:	I Know I Have Achieved My Goal When:

Mentoring Goal #3:

Competency: What Specific Skill Should I Develop to Meet This Goal?	Learning Activity: What Action Will I Take to Develop This Skill?	Goal Beginning and End Dates for Skill Development:	My Mentor Will Support Me by Providing or Seeing That:	I Know I Have Achieved My Goal When: