



Connecting Women through Mentoring

# MENTEE DEVELOPMENT PLAN



WISE is the leading voice and resource for professional women in the business of sports.  
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## ABOUT WISE

Women in Sports and Events (WISE) is the leading voice and resource for professional women in the business of sports. Through ongoing meetings, special events and mentoring programs, WISE offers its members the opportunity to gain valuable insights and connections that can provide them a competitive advantage in their current position and as they advance in their careers.

### Mission

The WISE mission is to create and support programs that enhance the success and growth of women in the sports and events industries. The organization strives to be the definitive source for businesswomen seeking information about issues, challenges and opportunities impacting all stages of their career — from entry level to senior management and those in transition.

### WISE Support

Should you need WISE support in keeping your mentoring relationship growing, please contact your WISE Within chapter committee. The WISE Within National Network ([www.WISEwithin.net](http://www.WISEwithin.net)) is available to you for online resources.

We will also be providing you with:

- Program materials, resources and tips on the [WISE Within National Network](#).
- Midpoint check-in to ensure that program is running as expected.
- Final program evaluation and feedback opportunity.

*WISE Within works!*

# DEFINING YOUR CAREER GOALS

## Step 1: Creating Your Personal Vision

Numerous experts on leadership and personal development emphasize how vital it is to craft your own personal vision for your life. A powerful vision can help you succeed far beyond where you'd be without one. That vision can propel you and inspire others around you to reach their own dreams. If you don't identify your vision, others will plan and direct your life for you. Too many individuals late in their lives say, "If only. . . ." You don't have to be one of them.

"Vision" has been defined as what you want to create of yourself and the world around you. What does your vision include? Making a vital change in an area such as health, technology, or the environment? Raising happy, well-adjusted children? Writing a book? Owning your own business? Living on a beach? Being fit and healthy? Visiting every continent? What are you good at? What do you love to do? What aren't you good at now, but you'd like to be? All of these important questions are part of identifying your personal vision.

Use this tool to think through and start to craft your personal vision. It's adapted from many sources and should prompt you to think and dream. Find a place without distractions. Answer as many of the questions as possible, and discuss your responses with someone you trust.

Do any of the following questions trigger some ideas about what you'd like to be doing with your life over the next year? If so, keep thinking about the questions and your answers and continue your personal research.

Tool #1: Your Personal Vision			
Things I Really Enjoy Doing	What Brings Me Happiness/Joy	2 Best Moments of My Past Week	3 Things I'd Do If I Won the Lottery
Issues or Causes I Care Deeply About	My Most Important Values (Circle Those That Apply)	Things I Can Do at the Good-to-Excellent Level	What I'd Like to Stop Doing or Do as Little as Possible
	<ul style="list-style-type: none"> <li>• Integrity</li> <li>• Fitness and health</li> <li>• Having a nice home/belongings</li> <li>• Leaving the world a better place</li> <li>• Having fun</li> <li>• Learning and improving myself</li> <li>• Making others' lives easier or more pleasant</li> <li>• Enjoying my family</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul>		

**Step 2: Writing a Personal Vision Statement**

Your personal vision is what you want to be, do, feel, think, own, associate with, and impact by some date in the future. We recommend that you identify your Personal Vision as a development strategy. The tools here will help you identify and implement your personal vision.

Pull together your research and write a Personal Vision Statement. Your vision must be unique and appropriate for you. For example:

*I am more physically fit, almost finished with my formal education, actively involved in two close personal relationships, having fun every day, and making at least 75% as much money as now doing work that I love.*

This example includes several areas of life (physical, intellectual, social, emotional and career). It's a picture of how the person sees herself and is written in the present tense.

Use the tool below to synthesize what you've learned about yourself and to write your own statement. Talk about your findings and your Vision Statement with someone you trust. If necessary, revise and fine-tune but don't compromise your passion. Think big and hold onto your excitement! Now you're ready to turn your Vision Statement into an action plan.

Tool #2: Personal Vision Statement
1. Based on my personal research, these are the main things that motivate me/bring me joy and satisfaction:
2. My greatest strengths/abilities/traits/things I do best:
3. At least two things I can start doing/do more often that use my strengths and bring me joy:
4. This is my Personal Vision Statement for myself (in 50 words or less):

### Step 3: Writing Your Development Plan

On this and the following pages you'll see a sample Development Plan and blank ones for you to use. The sample is only to trigger your thinking. Your own plan will look very different. In the sample, the person plans to work on three objectives. For each objective, there are measures, development activities, potential mentors and a timeline. Try these steps:

1. Look at your completed Draft Vision Statement again and choose one goal that enables you to take the first key step toward reaching your vision.
2. Write the goal in the space, "My First Major Goal."
3. In the first column, write up to three steps/objectives that will help you accomplish one key part of your goal. Write the objectives as skills, knowledge or attitudes to attain. You may wish to choose easy objectives that can be reached quickly and easily to help to build success and momentum. Or choose the most important objectives that will ensure you'll master the goal.
4. For each objective, choose a measure/proof to show you've reached it, at least one learning/development activity (class? book? internship? research on the Web?), some potential mentors who could help you and a target completion date (December 31?). Take at least an hour to work on your plan. Talk to someone you respect about your proposal and make changes as needed. Be sure your plan is challenging and compelling enough to excite you every day but not so difficult that you won't do it.

SAMPLE Personal Development Plan				
My First Major Goal: <i>I will make significant progress on my formal education by the end of 2009.</i>				
Knowledge to Gain/Skills to Build/Attitudes to Develop (What must I acquire/improve?)	Proof (How will I know I did it?)	Development Activities (How will I actually gain/build/develop these?)	Potential Mentors (Who might help me with my development?)	Target Completion Date (When will I be there?)
1. Enroll in an appropriate Internet-based degree program.	<ul style="list-style-type: none"> <li>• Have list of programs</li> <li>• Receive acceptance letter</li> </ul>	<ul style="list-style-type: none"> <li>• Research Web</li> <li>• Contact potentials</li> <li>• Submit transcript</li> <li>• Apply</li> </ul>	<ul style="list-style-type: none"> <li>• Mary (did this last year)</li> <li>• Carol (knows Web)</li> </ul>	End of month 3
2. Complete 2 required courses for degree	Receive final grades (at least B+)	Do all assignments	<ul style="list-style-type: none"> <li>• Assigned instructors</li> <li>• Jack (retired teacher)</li> </ul>	End of months 6 and 9
3. Complete 1 elective course that counts toward degree	Receive final grade (A)	<ul style="list-style-type: none"> <li>• Do all assignments</li> <li>• Teach my sister the subject</li> </ul>	<ul style="list-style-type: none"> <li>• My spouse</li> <li>• Assigned instructor</li> </ul>	End of year

Tool # 3: Personal Development Plan				
My First Major Goal:				
Knowledge to Gain/Skills to Build/Attitudes to Develop (What must I acquire/improve?)	Proof (How will I know I did it?)	Development Activities (How will I actually gain/build/develop these?)	Potential Mentors (Who might help me with my development?)	Target Completion Date (When will I be there?)
1.				
2.				
3.				

Repeat this process for your second and third major goals on the next two pages.

Tool # 3: Personal Development Plan				
My Second Major Goal:				
Knowledge to Gain/Skills to Build/Attitudes to Develop (What must I acquire/improve?)	Proof (How will I know I did it?)	Development Activities (How will I actually gain/build/develop these?)	Potential Mentors (Who might help me with my development?)	Target Completion Date (When will I be there?)
1.				
2.				
3.				

Tool # 3: Personal Development Plan				
My Third Major Goal:				
Knowledge to Gain/Skills to Build/Attitudes to Develop (What must I acquire/improve?)	Proof (How will I know I did it?)	Development Activities (How will I actually gain/build/develop these?)	Potential Mentors (Who might help me with my development?)	Target Completion Date (When will I be there?)
1.				
2.				
3.				

Congratulations! You've not only prepared a draft of your Personal Vision, you've also identified several steps you can take to make it happen. You now have something tangible to use.



# MISTAKES MENTEES MAKE

We have all made mistakes as mentees. Although making errors with mentors is probably inevitable, you can take some steps to anticipate and avoid several of the common blunders. Here are some ideas for preventing problems and, in a few cases, ways for repairing things if you've already goofed.

## 1. Expecting too much

This is the most common mistake mentees make with their mentors. They expect a mentor to be available at all times and to help not only with career progress but also personal life issues. They also expect to find a mentor who has a compatible style, is a great listener and teacher, and who makes frequent introductions to the mentor's key contacts.

Any of these actions and attitudes on the part of a mentor can occur. It is, however, more strategic to receive different types of help from multiple mentors. Mentors are extremely busy, and they vary in style and how much access and help they provide. Think positively in the beginning. As each mentor sees what you can do and trusts you more, the help may increase and broaden. Seek additional mentors, and learn to "pull mentoring" even from mentors who have opposing styles and who aren't great listeners or teachers.

## 2. Discounting mentor's suggestions or stories

A mentee commented on how tired she was of listening to her mentor's long stories, jokes, and "lame" advice. She was ready to end the relationship and yet (to her credit) wanted to be polite and do the right thing.

Because your mentor is being generous by working with you, proper mentoring protocol calls for you to receive graciously most of what your mentor has to offer. This includes, at times, long stories, repeated jokes and advice that doesn't seem very appropriate. If your relationship is new, your time together should soon become more focused on the specific type of help you need. You can speed this up by reinforcing your mentor when s/he does it right. Every time you get a "nugget" in all the extra stuff, comment on how helpful it is. Try a phrase such as: "I learned faster when you contrasted A and B." If necessary, ask for help linking a story to your situation. If advice doesn't fit, thank your mentor anyway, and store it for some future situation you'll probably face.

## 3. Not setting one or more clear goals

Many mentees don't have any idea what goals to set. Or they spend too long looking for a perfect goal. Others say they're simply not goal setters. Mentors in turn don't want to take time to work with mentees who aren't focused, don't know specifically what they want to develop and can't say what they want from the mentors.

Experiment with being a skilled goal setter. Take at least an hour to mull over in your mind a minimum of two areas you want to improve. Maybe it's a skill you want to acquire or improve or an area of knowledge you need. Perhaps it's a change of attitude that will give you more courage or less anxiety about a task you face. Choose a mentor who seems to have at least above-average competence in this skill, knowledge, or attitude, or a mentor who can help you find people who are. Then write down your list of possible goals. Here are a few examples:

*I want to be better at predicting which customers will reorder.*

*I want to increase my knowledge of business practices in Asia.*

*I want to feel less apprehensive about presenting to board members.*

These goals are a start to discuss with your mentors. Write them down before your meeting. As you and s/he talk, you can fine-tune your goals and include ways to measure success in reaching them. Keep providing goal progress updates so your mentor will know you're serious.

