

INDUSTRY MENTORSHIP: MENTOR GOAL FACILITATION GUIDE

How to Guide Goal-Setting Sessions

1. **Uncover the "Why":** Mentees often state broad goals like *"I want to be an architect."* Ask probing questions: *"What parts of design do you enjoy most? Is it spatial planning, sustainability, or structural engineering?"*
2. **Break Big Ideas into Milestones:** Help them slice ambitious goals into 2–3 manageable steps between sessions.
3. **Encourage Ownership:** Let the mentee write the goals in their own words. Resist setting the targets for them.

Exploring Questions to Use

- *"If we look ahead to the end of this programme, what achievement would make you feel most proud?"*
- *"What is one area of your work/confidence you feel holds you back?"*
- *"What is one thing you can complete before our next meeting?"*

Accountability Framework

- **Start Every Session with a 5-Minute Review:** Ask your mentee, *"What went well with the actions we set last time? What got in the way?"*
- **Normalise Adjustments:** If an action wasn't completed, re-evaluate without judgment. Was it too big? Did they lack clarity?

Mid-Point Review & Reflection (Halfway Milestone)

Use this halfway marker to pause, evaluate progress, and adjust the roadmap for the remainder of the programme.

- **Review Key Achievements:** Ask, *"Looking back at where you started, what skills, projects, or confidence gains are you most proud of so far?"*
- **Evaluate Goal Relevance:** Ask, *"Are the goals we set at the beginning still aligned with where you want to go, or have your interests shifted?"*
- **Identify Growth & Gaps:** Celebrate completed milestones, analyse persistent blockers, and refine the remaining action plan to ensure a strong finish.

Final Reflection & Celebration (Programme End)

Use the final session to connect back to both the initial targets and the mid-point review, celebrating overall growth and preparing the mentee for their next steps.

- **Celebrate Achievements:** Review the full roadmap from start to finish. Highlight specific accomplishments, personal growth, and completed milestones achieved across the programme.



- **Reflect on the Journey:** Ask, *"Comparing where you were at the mid-point review to now, what has surprised you most about your progress and development?"*
- **Look to the Future:** Ask, *"What key takeaways or newly built confidence will you carry forward into your next educational or professional steps?"*