



Technical sheet for mentors



6. ACTION PLAN

Mentorvention Phase	Dimension	Duration (mins)	Number of participants (min/max)
Mentorvention circles	Goal Setting & Planning	30 mins	1
Learning-2-Learn dimension elements	<ul style="list-style-type: none"> - Developing long term goals - Locating meaningful learning targets - Identifying effective strategies - Planning out steps 		
Tags	Goal setting, planning learning, learning goals, action plan		





The aim of the activity

To motivate and help the mentees to take action in reaching their goals by formulating a plan of action based on the learning and knowledge of strengths, values, skills, networks/ supporting persons etc. gained throughout the programme. This way of anchoring one's goals motivates and enables the mentees to focus on their resources and ability to reach it in their everyday life.

Preparation

Print the handout.

Application

1. If the mentees have not already worked with the SMARTER Goal Setting Model, have them do this, and use the instructions to help the mentees formulate and set one or more goals.
2. If the mentees have one or more goals formulated with the SMARTER Goal Setting Model, hand out the Goal setting and action plan activity. Ask them to reflect on their goals, and then fill out the plan. Help the mentees prioritise the goals according to which is more important and why they have chosen to place them in this particular order.
3. Ask the mentees to share with the other group members, one action that they want to engage in and are motivated to commit to.
4. Have the mentees share one action that they want to engage in and are motivated to commit to in the mentoring circle.
5. Ask the mentees to reflect upon the learning of this exercise and to take note of it in the handout
6. When the mentees finish this task, ask them to present it to the group.
7. Ask the mentees to reflect upon the learning of this exercise and to write their conclusions in the handout.
8. When the mentees finish this task, ask them to present it to the group.



Direct link to the activity handout on the learning platform

<https://upsim.aidlearn.eu/en/>





Activity tool

Insert the activity, set up ready to print, in the way the mentees will receive in handout format.

Step 1 Goal Setting – Anchoring my Goal

<p><i>What is your Goal?</i></p>	
<p><i>Identify the 3 most important activities (max 3) that will get you closer to your goal</i></p>	
<p><i>Why do you want to do it?</i></p>	
<p><i>How will you do it? What exactly are you going to do – And when? (Date and Time)</i></p>	





<p><i>Which of your personal strengths do you want to apply in relation to these activities?</i></p>	
<p><i>Which types of obstacles could hinder you from achieving your goals?</i></p>	
<p><i>Who will support you?</i></p>	
<p><i>What mind-set or attitudes (positive belief) will support you in the process (What positive things can you tell yourself?)</i></p>	
<p><i>What value/benefit will you gain from acting on and reaching on your goals?</i></p>	





Step 2: Goal Setting - Commitment contract

My goal is _____ . I will take these actions steps

1)

2)

3)

in order to reach my goal.

Starting from this date _____

by relying on the following strengths and positive & constructive core beliefs

about myself



When I face these obstacles

I will turn to these people

_____ for support and

guidance to help me reach my goals.

When I have achieved this goal I will be feeling

_____ and will have

gained these benefits





UPSIM Mentoring Tool

Name and place

Mentee Signature _____

Name and place

Trainer/mentor Signature _____

