

Personal Development Plan

Student _____ Mentor _____

This document helps you structure your meetings, set goals and reflect on your personal development. It will help you stay focused and grow your mentoring relationship. The goals you identify should be a mixture of both short and long term. You should complete this document by your third meeting. Then, review and update it after 3 - 4 months. Finalize it at the end of the relationship.

Outline three goals you will work on during the school year like career identification, education, skills development, etc. Remember that goals set should be **SMART** — Specific, Measurable, Achievable, Realistic and Time-Specific.

	Goal What are you hoping to achieve?	Reality Where are you now? What have you achieved?	Options What are your opportunities? What can you do to achieve this?	Way Forward What will you do? What are your actions going forward?	Time Scale/ Complete Date
GOAL 1					
GOAL 2					
GOAL 3					

Any other Comments (Any other support needs for mentor/mentee, anything else we need to be aware of?)

CHECK-IN

The check-in stage should take part at three months and, if appropriate, six months. This is your opportunity to reflect on the mentoring relationship so far and the progress you have made. This should be completed by the Mentee & Mentor together. A mentoring relationship should last no longer than 12 months.

Do you feel that the mentoring relationship should continue? ___ Yes ___ No

Please Explain your Answer. E.g. 'The relationship should continue as great progress has been made and further goals identified' or 'The relationship should be ended as progress is not being made/mentee has achieved a positive outcome.' Please detail any positive outcomes and future plans.

Mentor Signature _____ Date _____

Print name: _____

Student Signature _____ Date _____

Print name: _____

To be completed and submitted after your third meeting and when the relationship has ended, providing information and updates on how you are working together towards achieving the goals. Please return to Wendy Blue at the end of the relationship or if terminating the relationship early.