

E4E Mentoring Programme



Session Action Plan – Example 1

School: Derby School	Mentee: Joseph Wright
Company: Rolls-Royce	Mentor: Emma Smith

This form is designed to help structure the mentor meetings and keep track any goals and targets made by the mentor and mentee. Use these documents to help you focus and progress your meetings. The mentor and mentee must complete one form together after per meeting.

Discussion:	Actions agreed:	Other Comments:
<p><i>During our first session we read the mentor: student agreement and both signed the form.</i></p> <p><i>We spent most of the session learning about each other's interests and hobbies. Joseph said that he wanted to work with planes when he was older because he had always found them interesting.</i></p>	<p><i>We both agreed that we would research different careers in aerospace engineering and discuss what Joseph might want to do when he is older</i></p>	
<p>Date of next meeting: <i>Tuesday 5th April</i></p>		

Notes:

A large, empty rectangular box with a thin black border, intended for taking notes during the mentoring session.

Session Action Plan – Example 2

School: Derby School	Mentee: Joseph Wright
Company: Rolls-Royce	Mentor: Emma Smith

This form is designed to help structure the mentor meetings and keep track any goals and targets made by the mentor and mentee. Use these documents to help you focus and progress your meetings. The mentor and mentee must complete one form together after per meeting.

Discussion:	Actions agreed:	Other Comments:
<p><i>Joseph and I discussed what different careers we had found out about.</i></p> <p><i>Joseph expressed interest in several careers and would like to look at what qualifications are needed.</i></p> <p><i>Joseph would like to do some work experience, but does not feel confident enough to approach an employer for a work placement.</i></p>	<ul style="list-style-type: none"> <i>Joseph and I agreed to practice answers to 'typical' questions an employer might ask.</i> <i>Joseph and I will practice phone call questions enquiring about work placements.</i> <i>Joseph is going to draft a covering letter to send out asking for a work experience placement.</i> 	
<p>Date of next meeting: <i>Thursday 21st April</i></p>		

Notes:

Joseph and I will practice phone calls in the same room using an 'imaginary phone' to help build up Josephs confidence in asking questions and speaking with an employer.

Session Action Plan – Example 3

School: <i>Derby School</i>	Mentee: <i>Joseph Wright</i>
Company: <i>Rolls-Royce</i>	Mentor: <i>Emma Smith</i>

This form is designed to help structure the mentor meetings and keep track any goals and targets made by the mentor and mentee. Use these documents to help you focus and progress your meetings. The mentor and mentee must complete one form together after per meeting.

Discussion:	Actions agreed:	Other Comments:
<p><i>Joseph and I role played a phone call between him and an employer to enquire about work experience.</i></p> <p><i>Joseph had prepared some sample questions to ask.</i></p> <p><i>Joseph answered very well but needs to feel more confident in his answers.</i></p> <p><i>Joseph feels that in order for him to feel more confident, he needs to make himself be a part of things that are outside of his 'comfort zone' and try to engage more with other people.</i></p>	<ul style="list-style-type: none"> <i>Joseph is going to sign up to an after school club to try and meet new people and make new friends.</i> <i>Joseph and Emma are going to think about the kinds of skills that they each have and how they feel that they developed them.</i> 	<p><i>Joseph needs to think about what skills he might need for his future career and what skills he already has that are transferable.</i></p>
<p>Date of next meeting: <i>Tuesday 10th May</i></p>		

Notes:

Look at the different types of skills and qualities young people can gain from their school environment and compare that to the working world.