**The Brokerage Online Mentoring Programme**

**Final Session – Action Plan**

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| **Skills that this session will develop:**  **Self-awareness** |
| **By the end of this session the mentee will be able to:**   * **Reflect on their skills and knowledge development, identifying progress and areas for continual improvement** * **Set goals based on their reflections and create an action plan** |

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| **Session Preparation:** |
| Mentee to complete final Skills Mapper assessment to show progress from beginning to end of the programme, and to bring the results to the session. |

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| **Session Plan:** |
| Mentor and mentee to open by discussing how they have felt the mentoring programme has helped them, and then to discuss the mentee’s final Skills Mapper assessment and how confident they now feel about their skills.  Mentee then to create an action plan using the table below so they can continue their development once the programme is finished. |

**Action plan:**

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| **Goal** | **Action Steps** | **Time Frame** | **Resources** |
| *e.g. secure an apprenticeship for September 2022.* | *e.g. research LinkedIn, The Brokerage and the government apprenticeship website to find relevant apprenticeships to apply for.* | *e.g. apply for a minimum of one new apprenticeship per week.* | *e.g. The Brokerage ‘How to write a CV’ and ‘How to write a cover letter’ resources.* |
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