

2024-25



# Personal Development Log

## Mentee

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Welcome to the Staff Mentoring Programme 24 -25. We are so glad to have you on board and to support you through your time on the programme.

The following document has techniques and space for you to record what you have learnt, your goals and your progress over the year. We hope it will be useful for you as a place to concentrate on what you want to get out of the year.

You don't have to use the space here, some people might want to make notes, some might want just to think it through, others talk to people about it and yet others will write reams. We all learn in different ways, so we have tried to use a variety of techniques and resources over the year.

The things in this first resource can be things for you to think about before you start, but you can also leave them until you have a better picture of what you want to achieve.

Other resources here are to support you over the year. For each of the 5 compulsory workshops, there will be a resource pack that goes with it, for extension activities, further reading/listening and more activities to try.

Please do get in touch if you have any questions, queries or if you want things in a different format.

# GET STARTED



# Setting Goals

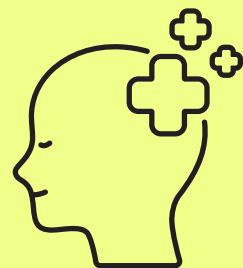
This is **your** opportunity and **your** responsibility to get as much out of the programme as possible. Setting yourself goals can be really helpful to focusing on what you want to do.

Here are a few techniques to help:

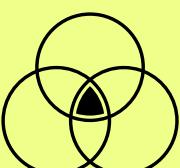
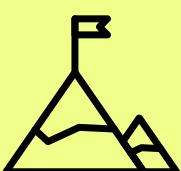
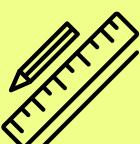
Goals should be positive

It helps to focus the mind better to say "I am healthy" instead of "I need to stop smoking". Imagining the outcome we want will help us get ready for that being reality.

- Always state your goals in the positive
- Avoid negative words like "stop, don't, lose"



## use smart goals



Smart Goals are a great way to set yourself targets:

Let's look at a common goal -

**"I will be more confident"**

S - Specific

I will be confident enough to make a presentation.

M - Measurable

You will make that presentation or not, you can measure that

A - Achievable

Is it something you can do? Is there an opportunity to do it

R - Realistic

You are making a presentation to your peers not aiming to have a live TV broadcast.

T - Timebound

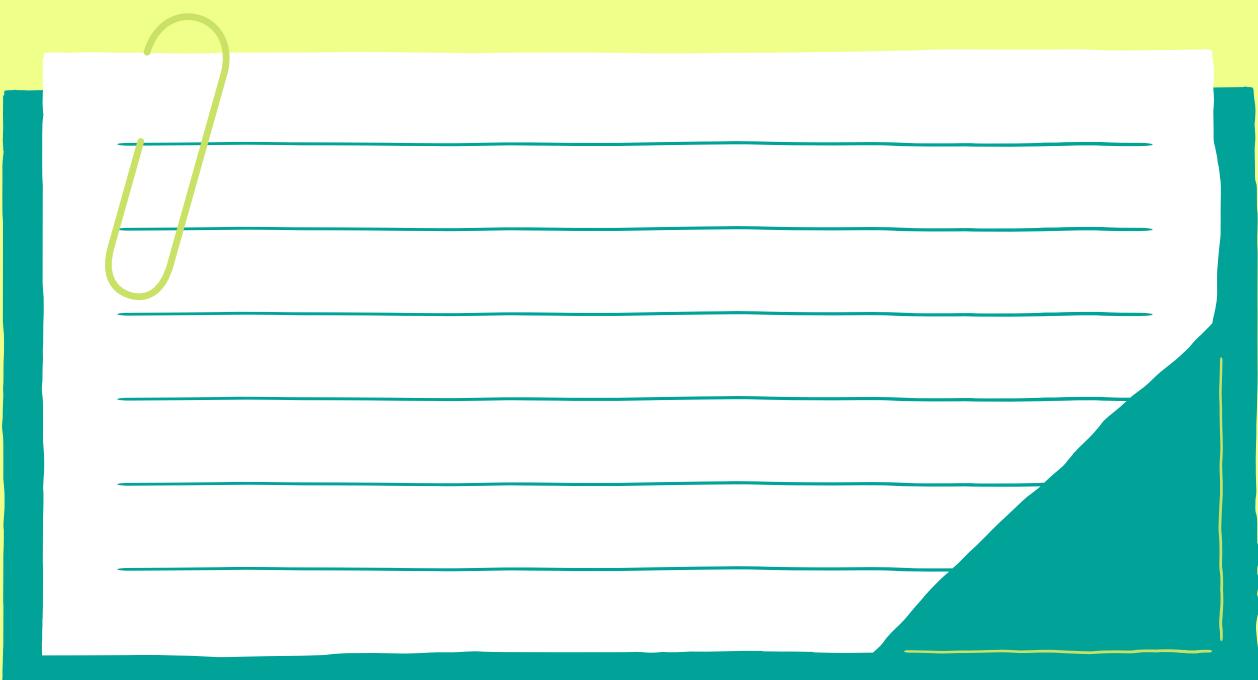
Put a timeline on it, it focuses you and lets you measure it

**"At the AGM, I am confident enough to make a presentation"**



# Setting Goals

Try writing out a few ideas for goals you might want to pursue.



## BREAKING IT DOWN

breaking it into bite sized steps helps

You couldn't fit this rock into the jar, but you can fit the pebbles in!



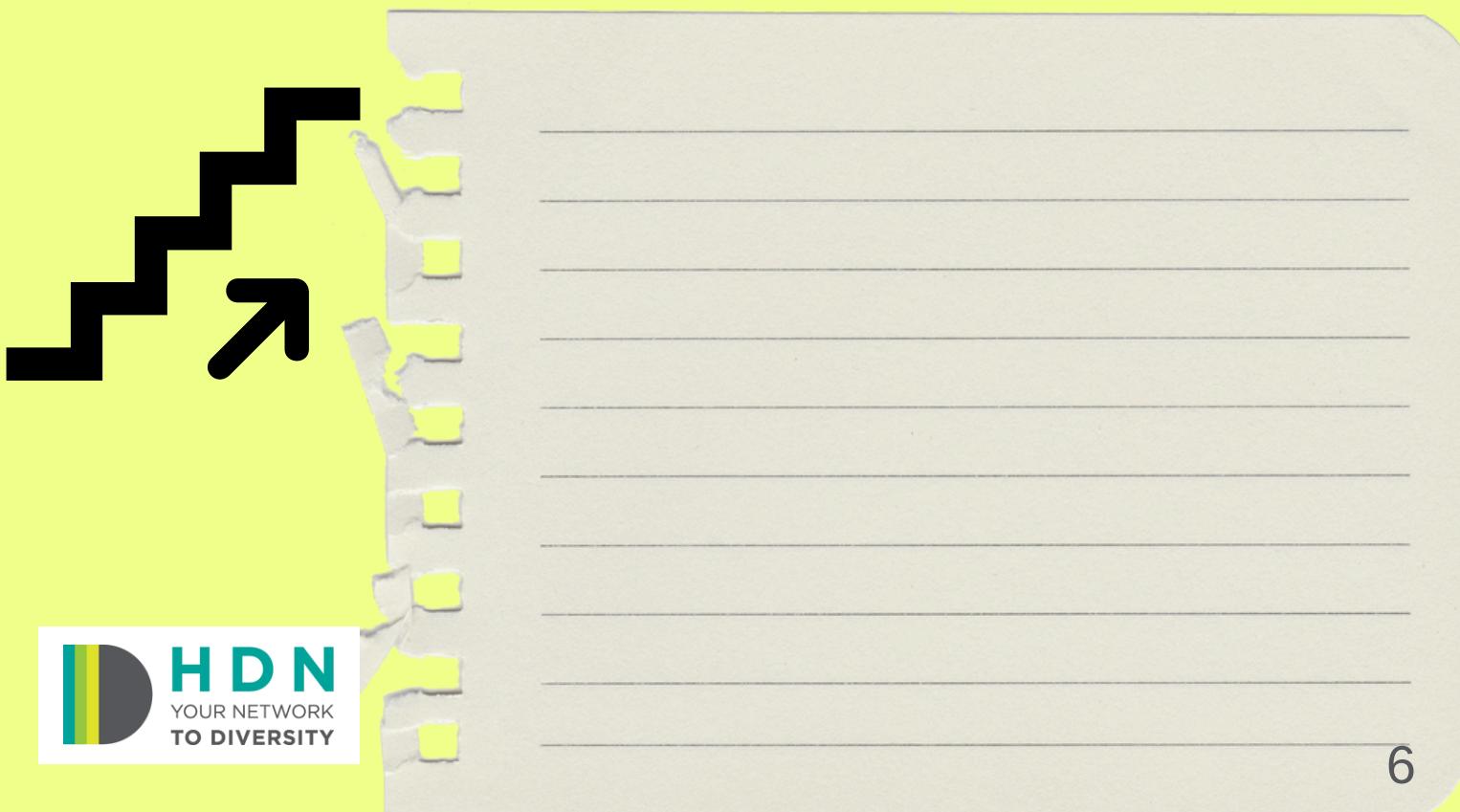
"At the AGM, I will be confident enough to make a presentation"

- I will research my topic
- I will create a great presentation
- I will practice in front of the mirror
- I will practice in front of friends and family
- I will try talking in front of other people in other circumstances

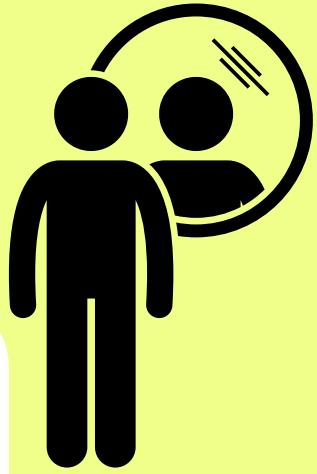


How would you break down the goals you have written on the previous page?

What steps would you have to go through to achieve it?



# Reflection



One key skill that you will have to engage in during this year is reflection. You need to take time to think about your life, your career and what you want.

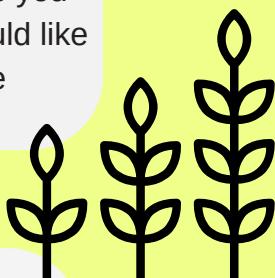
Give yourself permission to have time to do this. It may seem strange at first, and you may not be used to it, but each workshop has activities that will help you do this.

Some basic reflection techniques are below, and are a good place to start and practise. Give yourself a few minutes at the end of a day, or after a difficult encounter or a learning experience, and practise some of these techniques.

## Reflection Techniques

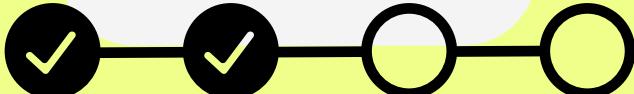
### Grow and Glow

Choose one thing that made you proud, and one thing you would like to do better in the future



### CARL

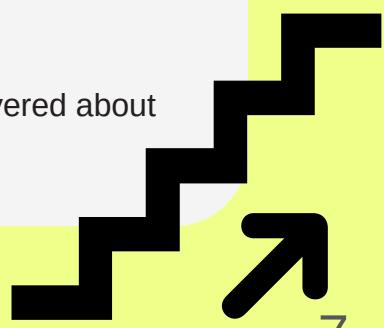
Content  
Action  
Results  
Learning



### Levels of reflection:

1. Remember it - what did I do?
2. Understand it - What is important about what I did?
3. Apply it - Where could I use this again?
4. Analyze it - Are there any patterns?
5. Evaluate it - How well did you do? What can you do better in future?
6. Extend it - How can I use this knowledge, what more do I need to know?

What have I discovered about myself?



There is not much to do to prepare for this session....

This session is designed to introduce you to the programme and how it will work.

We look at setting goals for the programme so you might want to think about that in advance.

Don't worry though, you can change these at any point!



What do you want to get  
out of the SMP?

Notes and reflections

**BRIEFING**

## Preparing for your first one-to-one meeting with your mentor

### Things to consider for this session:

- Introductions
- Set the ground rules
- Arranging sessions: Where? When? How long?  
Communication between meetings
- Confidentiality
- Our relationship: Trust, respect, openness
- Feeding back to each other & Contracting (See Mentoring Contract document)
- Expectations; mentee/mentor expectations, hopes and what is realistically achievable?
- Explore options and goals:
- What are the goals today? (These may change as the programme continues)
- What are my development needs and priorities for the programme (including personal objectives and skills)
- What will we talk about next time?
- Note any outcome from the meeting, actions to be taken and preparation needed for the next one-to-one

Objectives

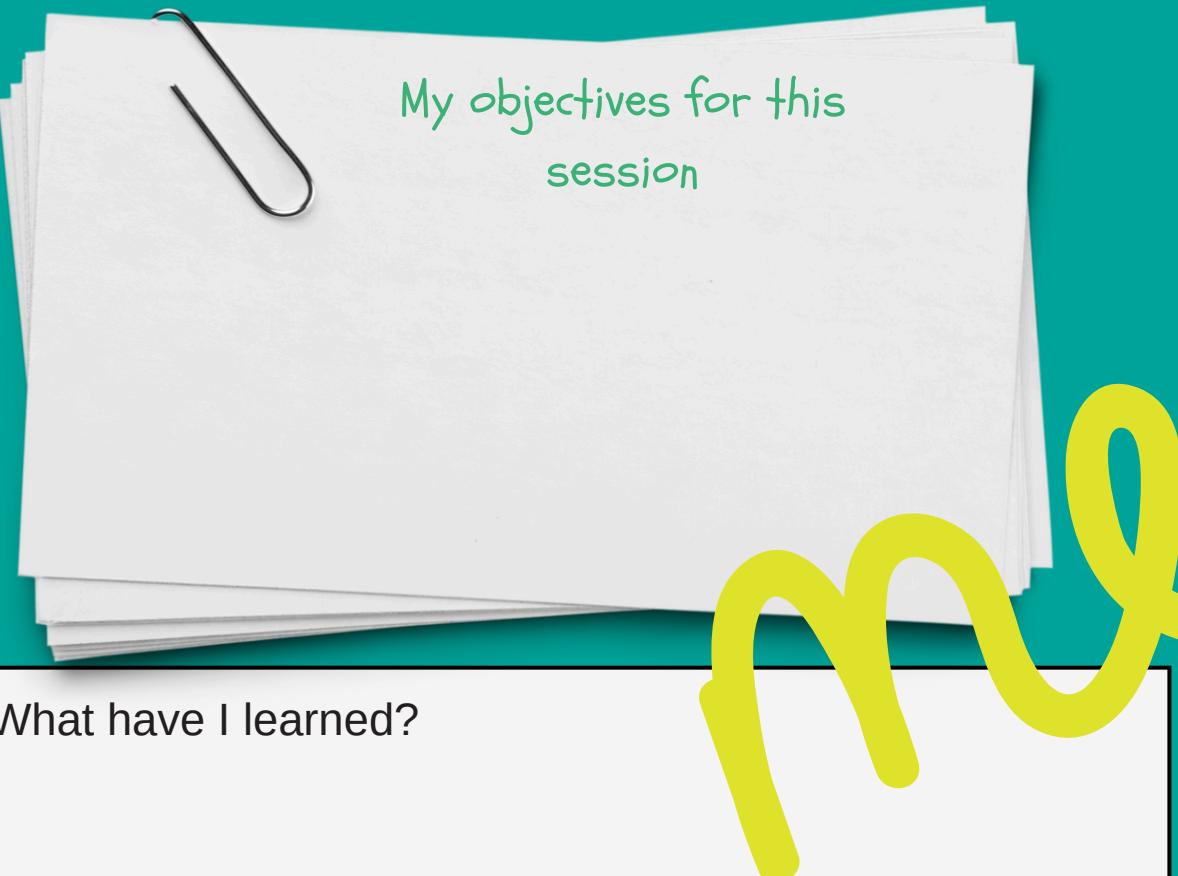
Actions needed

Completed by?  
Date



## Getting to know you

This session is aimed at getting to know yourself and your colleagues better. It will help you to reflect on your current knowledge, skills, experience and develop your goals for the programme. It will help you to build your understanding of team working and your role in team performance.



My objectives for this session

What have I learned?

What actions do I need to take and by when?

What else do I need to learn more of and how can I do this?

## Preparing for your second one-to-one meeting with your mentor

### Things to consider for this session:

Looking back:

- How have things been since the last session?
- What have I achieved and learned?
- Review my goals and skills
- How was Mentoring Workshop One for me? What did I learn/reflect on and how can I use the learning? Is any preparation needed for Workshop Two?

### Key objective/focus for this session:



Reflections from your second one-to-one meeting with your mentor

Specific development actions:

- Immediate priorities and development actions
- What more have I learned about my strengths?
- How will I use, develop and share my strengths and what I have learned about myself?

Expectations or things to consider for the next session:

## Understand your environment

This session is focused on you and your work environment, including the wider Housing Sector context. It will help you consider the impact of perceptions and discuss the issues facing you, your organisation and Housing on a wider scale. You will also have the opportunity to reflect on information from workshop one.

(PLEASE NOTE – you will receive workshop agenda details beforehand)

My objectives for this  
session

What have I learned?

What actions do I need to take and by when?

What else do I need to learn more of and how can I do this?

WORKSHOP 2

## Preparing for your third one-to-one meeting with your mentor

### Things to consider for this session: Looking back:

- How have things been since the last session?
- What have I achieved and learned?
- Review my goals and skills
- How was Mentoring Workshop Two for me?
- What did I learn/reflect on and how can I use the learning?
- Is any preparation needed for Workshop Three?

### Key objective/focus for this session:



### Reflections from your third one-to-one meeting with your mentor Specific development actions:

- Immediate priorities and development actions
- What more have I learned about my strengths?
- How will I use, develop and share my strengths and what I have learned about myself?

### Expectations or things to consider for the next session:

## Challenges and Opportunities

beyond, including balancing work, career and other aspects of your life. It will help give you practical ideas and tips to overcome these and make the most of opportunities for change

# WORKSHOP 3

My objectives for this session

What have I learned?

What actions do I need to take and by when?

What else do I need to learn more of and how can I do this?



## Preparing for your fourth one-to-one meeting with your mentor

### Things to consider for this session:

Looking back:

- How have things been since the last session?
- What have I achieved and learned?
- Review my goals and skills
- How was Mentoring Workshop Three for me?
- What did I learn/reflect on and how can I use the learning?
- Is any preparation needed for Workshop Four?

### Key objective/focus for this session:



Reflections from your Fourth one-to-one meeting with your mentor  
Specific development actions:

- Immediate priorities and development actions
- What more have I learned about my strengths?
- How will I use, develop and share my strengths and what I have learned about myself?

Expectations or things to consider for the next session:

## Moving Forward

This session is focused on the knowledge and skills you need to progress your career in the housing sector, how to prepare for success, and evidence of your achievements. You will also have the opportunity to review your learning journey and share the success you have already achieved.



My objectives for this  
session

What have I learned?

What actions do I need to take and by when?

What else do I need to learn more of and how can I do this?

WORKSHOP 4

## Preparing for your fifth and final one-to-one meeting with your mentor

### Things to consider for this session:

#### Looking back:

- How have things been since the last session?
- What have I achieved and learned?
- How have you changed since the start of the programme?
- How far along are you with achieving your goals?

#### Mentoring Workshops:

- What were the highlights from Workshop Four for me?
- What are my key learning points from all the classes and how will I make use of them?
- What barriers have I identified within myself and externally to development?
- What have I learned to help me overcome these barriers?

### Key objective/focus for this session:

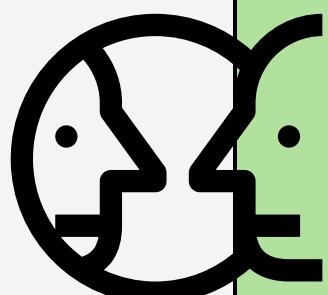
# MENTOR MEETING 5

## Reflections from your fifth and final one-to-one meeting with your mentor

Use this space to begin noting your achievements and your future actions.

Refer to your personal goal and skills from the start of the programme, as well as the overall objectives of the programme below:

- Increase your self-awareness
- Improve your confidence
- Expand your networks
- Enhance your understanding of unconscious bias, diversity and inclusion
  - Explore your career aspirations and options
  - Increase your awareness of wider sector issues



- How have you changed since the start of the programme?
- How much further along are you with achieving your goals?
- Overall, what have you learned about your strengths and yourself?
- How are you addressing any barriers and opportunities you face to your development?

## Reflections

Have you achieved everything you wanted to?

Is there anything outstanding – if so, how will this be achieved?

# LEARNING LOG

Please use this Learning Log to record anything you learn during the programme. That includes one-to-ones and workshops. However, as you are learning all the time at work and at home you can use this space to reflect on your skills, approach, strengths and the wider workplace to help think about what you'd like to do next or differently in the future.

Experience	Review	Conclude	Action
What happened	What was the result/impact	What did I learn	What will I do

# Things to discuss and agree in first meeting

	
What are my expectations of the Mentor/ Mentee:	
What are my boundaries:	
Communication (how, where and when):	
Availability, frequency, length of time of meetings:	
Who will be responsible for scheduling the meetings:	
How the objectives will be reviewed:	
When the relationship should be ended:	
Ground rules (confidentiality, openness, truthfulness, etc.):	

# CONTACT

Don't hesitate to get in touch if you want more information or support during your journey:

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