

## Completion Notes for Personal Plan Form VC5

### PERSONAL PLAN GUIDANCE NOTES

Volunteering gives you the chance to develop new skills and experience. Drafting a Personal Plan will help you to identify personal goals that you want to achieve through volunteering.

Having a Plan will also help your Volunteer Manager/Supervisor to understand your reasons for volunteering and assist you to achieve your goals.

#### What is a Personal Plan

A simple way of planning your volunteering activity. It records your individual aims and also establishes how volunteering will benefit you and others.

A plan should be challenging but the aims must be realistic. Your Volunteer Manager should be able to help you decide if your ideas are realistic.

They will also be able to confirm that your aims can be achieved through volunteering with **their** organisation. Your Volunteer Manager can use the Plan as a tool for charting your progress and development at support and supervision sessions.

#### Drafting the Plan

It is easier to draft the Plan with input from your volunteer manager. They will help you to move your thoughts from abstract ideas through to a planned commitment. They will also confirm that your aims can be achieved within your chosen organisation.

The Personal Plan can be drafted after you have started volunteering. This often makes it easier to establish tangible goals and objectives.

The completed Plan should be signed by you and your Volunteer Manager.



## How to complete the Plan – Section A

The following examples will give you an idea of the type of things you can include in your Plan. But remember it is **YOUR** plan, and should reflect what is most important to you.

### What I plan to do

Write here the volunteering activity you plan to do and the main location where you will be volunteering e.g.

- I want to work with people with learning disabilities and combine that with my interest in the theatre. I plan to do this with the xyz theatre company.
- I want to raise £2000 for the ABC Charity Foundation and help to raise the profile of the charity locally.
- I want to be a playworker at Anytown Adventure Centre, working with young children with special needs.

### What I hope to achieve for myself

This is where you record the skills and experience you would like to obtain through volunteering. Here are some ideas to get you started:

I want to:

- practise my dj'ing and artistic skills
- gain peer education training and experience
- gain more confidence and improve my communication skills.
- learn skills that will help with my university course
- gain skills and work experience to help with job applications
- be involved in the production and creation of a show
- gain experience of working with people with disabilities;

### How I plan to benefit others

Volunteering is a two way experience. You recorded above what your will get out of it, now think about what you will give and who will benefit from your volunteering.

The placement organisation will be able to assist you with this but you will need to think about people who benefit directly and indirectly from your involvement e.g. users of the service, their relatives/carers/friends, other organisations and professionals and of course, the other staff and volunteers!

### What I will give

This is your time commitment. For example:

I will:-

*"volunteer 3 hours per week"*

*"give 2 full days a month"*

*"volunteer full-time for 3 months"*



## How to complete the Plan – Section B

This allows the volunteer to have a focused look at specific goals and allows them to put a time frame around their achievement.

The **Target** section of the Personal Development Plan should be completed at the start of a volunteering placement. The volunteer should update and amend the plan as they progress in their placement. New targets can be added at anytime.

The **Target** section of the Personal Development Plan consists of the following :-

- What I want most to achieve from my volunteering activities

The information in “What I hope to achieve for myself” and “How I plan to benefit others” in Section A should be used to define this section.

- The targets I have chosen to help me achieve

The volunteer and Volunteer Manager should choose three specific targets for the volunteer to aim towards.

- What actions I plan to take to help me achieve my targets

The volunteer and Volunteer Manager should discuss and document the best way to achieve the specific targets.

- When I want to achieve this target by

The volunteer and Volunteer Manager should discuss and agree a realistic time frame to achieve the targets listed.

The **Review** section of the Personal Development Plan should be completed at the end of a volunteering placement. The volunteer and Volunteer Manager should reflect on all targets that have been set, confirm what has been achieved and document what the volunteer has learned and any skills they have acquired during their time with the Organisation.

