

VOLUNTEER & MENTOR ACTION PLAN TEMPLATE

This template is used for planning of health promoting activities according to different stages of implementation.

STAGE	Who	Action	Details (to be filled in by Volunteer)
Identification	Volunteer	Identify health issues you are interested in your local area	
Refining of idea	Volunteer & Mentor	With mentor choose ONE idea to focus on	
Market research	Volunteer & key contact	With mentor identify who key contacts for this area	
	Volunteer and key contact	Make meeting with key contact to find out the following: <ul style="list-style-type: none"> • What is currently happening in that area • Who delivers it • How well attended is it • Where are the gaps • How can you speak to people who are accessing the service 	
Action planning	Volunteer and mentor	With mentor identify key steps in plan: <ul style="list-style-type: none"> • What is the project • Who are you going to work with (other volunteer or agency) • What is your role • What would you like to achieve at the end of the project 	

		<ul style="list-style-type: none"> • Is any funded needed • Timescales • KEEP A LOG OF ALL ACTIONS 	
Putting it into action	Volunteer	Putting into action <ul style="list-style-type: none"> • KEEP A LOG OF ALL ACTIONS 	
Review of action plan	Volunteer and mentor	Review of action plan <ul style="list-style-type: none"> • What has gone well • What has not gone so well • What actions can be put in place to improve this? • KEEP A LOG OF ALL ACTIONS 	

Edited 2nd May 2017 within the HEPCOM project