

Work and personal development plan

We Make it Happen

This plan will help you understand what is expected of you and what you will need to do during your volunteer role or internship. It will also provide the basis of your weekly supervision sessions and you can follow up easily if things don't go as planned or keep track when things work well.

Agree your work plan and deliverables that you aim to achieve during your volunteer role or internship with your line manager. Add additional columns/change to suit your area of work.

Area of work	Task	Reason for task	When should it be started/finished?	How will I know if it's successful?
Eg World's Biggest Coffee Morning marketing	To help increase participation in WBCM in xxx from X to X and increase income from £x to £x	To grow Macmillan's flagship event, increasing loyalty and involvement of participants	July - August	Volumes of WBCM registrations and income post event. Registration Targets Donation per head targets

Personal Development

Add a log here

Training	Undertaken
	To Do
People	You have met
	You need to meet/visit
Mentor	Requested
	Sourced
Career Development	CV/career advice requested
	CV/career advice sourced

Experiences	Skills acquired/developed