

HC/HF VOLUNTEER & MENTOR ACTION PLAN TEMPLATE

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	<p>Make meeting with key contact to find out the following:</p> <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	<p>With mentor identify key steps in plan:</p> <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 	