Personal Action Plan

EU Integration Internships for Roma Graduates 2015

Written and to be implemented by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. SWOT Analysis**

|  |  |  |  |
| --- | --- | --- | --- |
| + | StrengthsList your **strong points** (e.g., motivation, team spirit, skills, knowledge) | WeaknessesList your **weak points** (e.g., missing skills, lack of opportunity to advance knowledge/skills) | - |
| Internal |
| + | OpportunitiesList things **outside your personal control** that could help you during your internship (e.g. training, seminars, meetings). | ThreatsList **external negative factors** that influence your plans (e.g., negative attitudes about Roma, stereotypes)  | - |
| External |

**2. Field/issue to learn about and work on:**

|  |
| --- |
|  |

**3. Objectives**

(Please write a minimum of 3 objectives)

|  |  |  |
| --- | --- | --- |
| **Objective** | **How it will be measured** | **Expected completion date** |
|  |  |  |
|  |  |  |
|  |  |  |

**4. Support and obstacles**

What obstacles do you foresee to the implementation of your Personal Action Plan?

|  |
| --- |
| Possible obstacles: |
| How to overcome them: |

What kinds of support do you expect to receive?

|  |  |  |
| --- | --- | --- |
| Kind of support | Who will provide it? | How will you get it? |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**5. What will you do to achieve your objectives?**

*Include a brief description of activities for achieving each objective. It can be helpful to put the activities into a timeframe.*

|  |  |  |
| --- | --- | --- |
| Objective | Activities *(and timeframe)* | With whom?/How? |
|  |  |  |
|  |  |  |
|  |  |  |

**6. Not to be forgotten**

* Monitoring progress

How will you personally manage and keep track of your Personal Action Plan?

|  |
| --- |
|  |

* Additional support, if needed

How will you be supported by your mentor or supervisor? What other support do you still need in order to carry out your action plan?

|  |
| --- |
|  |

**7. A last reflection**

Consider your own motivations and values. Does your Personal Action Plan fit your ambitions?

|  |
| --- |
|  |

Think about your personal needs and your commitment to volunteering—the internship comes with a stipend to cover expenses but not a salary. Did you consider this in your action plan? If so, in what way?

|  |
| --- |
|  |

**8. Signatures**

1. I have drafted this Personal Application Plan with the intention of fulfilling the objectives and I will do my best to implement it.

­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(applicant)

1. I have read and commented on this Personal Action Plan. I will try to help the applicant carry out the action plan and provide feedback during its implementation.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(representative of host organization)