

Tool: Working with Personal Goals and Personal Logs

Goals

Tool for raising awareness on explicit and implicit personal motives to attend a course or a workshop.

Tool for enhancing the feeling of responsibility for your own learning process.

Tool for step by step reflection on your own learning process.

Conditions

For each participant a personal goals paper and as much as log papers as there are coherent training parts in the course or workshop. For a five day course there may be nine or ten logs. Ten, if you also want to evaluate the course with a personal log , nine if you do evaluate otherwise. It is nice to make a attractive parcel of the goals and logs like we do in the International MINT course in Portoroz, Slovenia, March 2006.

Process

- Personal goals

5 to 10 minutes. After getting acquainted participants are invited to write down their personal goals. They are invited to share with another participant after they are ready.

10 minutes. After sharing, the pairs can be invited in a plenary to say something about the personal goals of the other person f. e. what surprised them in the personal goals of the other person. If the trainer wants to do this in the plenary the participants must know this beforehand and check if it is ok to give this information about the other person in the plenary.

At the end of the workshop or course the pairs come together again to talk about if the personal goals are accomplished totally, partly or not.

- Personal logs

5 to 10 minutes. After each coherent training part f.e. from morning to lunch or before leaving the course, the trainer asks to take some reflection time to fill in a personal log.

It is important that the trainer shows also reflective behaviour in this period like sitting quietly and not moving around and getting together the papers of the course.

Emphasize that personal logs are personal and only accessible by the owner.

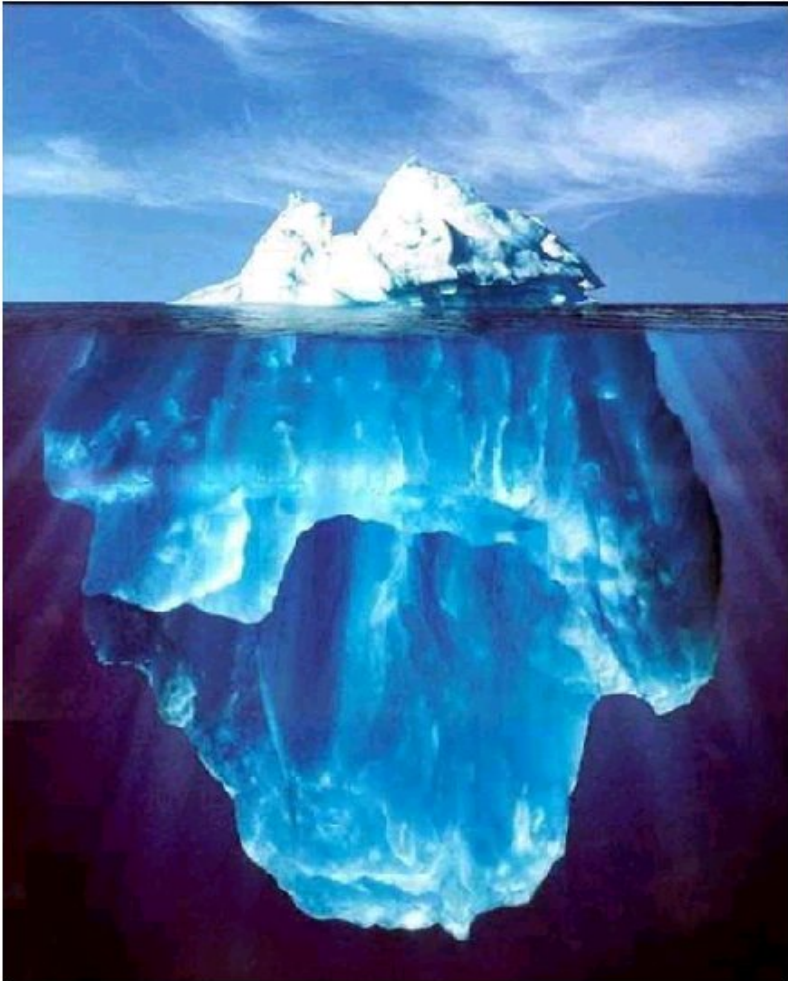
Ask the participants to take into account the information of their personal logs when it is time to evaluate the course or the workshop they have attended.

Material

See conditions and next example we made for the international MINT course in Portoroz Slovenia, March 2006

**International Course on Mentoring
Portoroz, Slovenia,
March 25 to March 30**

Personal Logs



Name:

Personal goals

Name:.....

<p>1. I want to gain knowledge during this course on:</p>
<p>2. I want to learn this on mentoring skills and attitudes:</p>
<p>3. I would like to get an answer on the following personal question on mentoring I have at this moment:</p>
<p>4. I myself want to become more</p> <p>and less.....</p> <p>as being a professional in mentoring and these are my reflections:</p>
<p>5. I want to contribute with my following personal qualities during this course:</p>

Personal log

Date:

1. In this part of the course the following was useful to me:

2. My reflections on this are:

3. In this part of the course the following aroused me:

4. My reflections on this are:

5. I make the connection with my personal goals as following:

6. Other thoughts and feelings I have at this moment are: