



**My long term goal is:**

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<b>Short Term Goals to Achieving Medium Term Goal (0-6 months)</b>	<b>Actions Required</b>	<b>Barriers/Challenges?</b>	<b>Who or What Can Help Me?</b>	<b>Target Date for Action</b>

Personal action planning toolkit



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<b>Medium Term Goals to Achieving long term Goal (6-12 months)</b>	<b>Actions Required</b>	<b>Barriers/Challenges?</b>	<b>Who or What Can Help Me?</b>	<b>Target Date for Action</b>

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**Referrals made to:** (please circle appropriate selection)

- Careers Scotland    for: exploration of career choices                      CV building                      Key worker support
  - ESOL classes                      IELTS                      Higher English                      Other course
  - British Red Cross                      Positive Images Volunteering                      BRC placement
  - Bridges OU Adviser                      Openings                      Other courses                      HE advice                      FE advice
  - Bridges Internal referral                      EFF                      Lifeskills                      Vocational ESOL                      benchmarking
- SCS training    Pre-placement training                      Shadow Placement    Job Taster                      Information Interview                      Volunteering
- Other (please describe): \_\_\_\_\_

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Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Caseworker Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Review Dates:**

1<sup>st</sup> Review: \_\_\_\_\_ Comment on actions completed and follow-on measures:

2<sup>nd</sup> review: \_\_\_\_\_ Comment on actions completed and follow-on measures: