



## INDIVIDUAL PLAN - **SAMPLE**

*"Enabling transformation and change through trained educators and youth workers and inclusive workplace environments by creating an innovative methodology and resources for the development of life skills and employability competences in young adults with learning disabilities and difficulties, while supporting their transition into inclusive workplaces."*

Dear mentees,

This is your individual plan to help you get an idea of your work objectives and your aims. At the end of this plan, we provided an example of a completed individual plan. Have a look at it before completing your own.

Now, take a moment to think about your situation right now and what you want to achieve in the future: the goals you set with your mentor, what made your work easier, the challenges or obstacles you face, and fill in the table based on your experience.

This will help you understand where your strengths and weaknesses are, and to improve your communication at work.

## INDIVIDUAL PLAN AND PROGRAMME

NAME: \_\_\_\_\_ Anna D. \_\_\_\_\_

| SELF PERCEPTION (Describe yourself)                                                                           |                                                                                                                                                               |                                                                                                                    |                                                                                     |
|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| DESCRIPTION OF SITUATION<br>(what?)                                                                           | PAST EXPERIENCE<br>(why?)                                                                                                                                     | METHODS and STRATEGIES<br>(how?)                                                                                   | MAIN ACTORS<br>(who?)                                                               |
| I am a friendly and curious person. I like helping others and learning new things, especially using my hands. | At school I enjoyed working in teams and doing practical tasks. I sometimes struggled with reading and writing, but I did well when I had clear instructions. | I learn best when I can watch someone doing the task first. I also use colours to organize my notes and reminders. | My mentor, my teachers, and my family help me understand tasks and give me support. |
|                                                                                                               |                                                                                                                                                               |                                                                                                                    | TIME FRAME<br>(when?)                                                               |
|                                                                                                               |                                                                                                                                                               |                                                                                                                    | Since primary school until now, and continuing                                      |
| EMOTIONS (how do you feel in certain situations?)                                                             |                                                                                                                                                               |                                                                                                                    |                                                                                     |
| DESCRIPTION OF SITUATION<br>(what?)                                                                           | PAST EXPERIENCE<br>(why?)                                                                                                                                     | METHODS and STRATEGIES<br>(how?)                                                                                   | MAIN ACTORS<br>(who?)                                                               |
| I get nervous when I have to speak in front of many people or when I don't understand something immediately.  | Sometimes I was afraid to ask questions because I thought others would laugh. This made me feel alone.                                                        | I now take a deep breath and write down my questions. I ask for help when I feel stuck.                            | My mentor and a trusted friend at school.                                           |
|                                                                                                               |                                                                                                                                                               |                                                                                                                    | TIME FRAME                                                                          |

|                                                                                |                                                                                     |                                                                                                        |                                                                           |
|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
|                                                                                |                                                                                     |                                                                                                        | (when?)                                                                   |
|                                                                                |                                                                                     |                                                                                                        | This year I started to work on this and I want to continue improving.     |
| <b>INTERPERSONAL RELATIONSHIPS (the people around you)</b>                     |                                                                                     |                                                                                                        |                                                                           |
| DESCRIPTION OF SITUATION<br>(what?)                                            | PAST EXPERIENCE<br>(why?)                                                           | METHODS and STRATEGIES<br>(how?)                                                                       | MAIN ACTORS<br>(who?)                                                     |
| I like being with people, but I sometimes find it hard to start conversations. | In the past, I waited for others to speak first, so I didn't make many new friends. | I practise simple phrases to start talking, like "Can I help you?" or "What do you think about this?". | My friends and mentor support me in social moments.                       |
|                                                                                |                                                                                     |                                                                                                        | TIME FRAME<br>(when?)                                                     |
|                                                                                |                                                                                     |                                                                                                        | Every day during work or group activities.                                |
| <b>INDEPENDENCE (what can you do alone?)</b>                                   |                                                                                     |                                                                                                        |                                                                           |
| DESCRIPTION OF SITUATION<br>(what?)                                            | PAST EXPERIENCE<br>(why?)                                                           | METHODS and STRATEGIES<br>(how?)                                                                       | MAIN ACTORS<br>(who?)                                                     |
| I can take public transport alone, cook basic meals, and                       | I learned these skills during school projects and at home.                          | I use a visual weekly planner and phone alarms to remind me of my tasks.                               | My family helped me practise; now I try to do more things without asking. |

|                                                                                                  |                                                                                     |                                                                     |                                                                     |
|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------|
| follow a schedule with help from my calendar.                                                    |                                                                                     |                                                                     | TIME FRAME<br>(when?)                                               |
|                                                                                                  |                                                                                     |                                                                     | Since last year and continuing.                                     |
| <b>WORK (what skills do you have?)</b>                                                           |                                                                                     |                                                                     |                                                                     |
| DESCRIPTION OF SKILLS<br>(what?)                                                                 | PAST EXPERIENCE<br>(why?)                                                           | METHODS and STRATEGIES<br>(how?)                                    | MAIN ACTORS<br>(who?)                                               |
| I'm good at organizing things, cleaning, and preparing simple items. I like working with others. | I did an internship in a small shop where I organized shelves and helped customers. | I follow step-by-step instructions and ask for feedback to improve. | My job coach and supervisor during the internship.                  |
|                                                                                                  |                                                                                     |                                                                     | TIME FRAME<br>(when?)                                               |
|                                                                                                  |                                                                                     |                                                                     | The internship was 3 months ago, and I hope to find a new job soon. |

DATE:

AUTHOR: