Creating an Action Plan: Work+ Supervisors

Purpose: To help Work+ Supervisors create an actionable plan for integrating mentoring and NACE competencies into the working learner experience.

Step 1: Define Key Competencies

Which NACE competencies will you focus on? (Check all that apply.)

- Career & Self-Development
- Communication
- Critical Thinking
- Equity & Inclusion

- Leadership
- Professionalism
- Teamwork
- Technology

Step 2: Create a Mentoring Framework

Establish Relationships: How will you build relationships with your students?

One-on-One Meetings: Schedule bi-weekly or monthly check-ins. *Frequency*:_____

Agenda Items:

1) Progress updates
2) Goal setting
3) Addressing challenges
4) Skill development discussion

Communication: What strategies will you use to promote open communication with your working learners?

Feedback Options: Use tools like anonymous surveys or suggestion boxes to collect feedback. *Frequency*: _____

Key Questions to Include:

1) What challenges are you facing?
2) What support do you need?

Step 3: Incorporate Skill Development Activities

List activities that integrate NACE competencies into daily tasks.

Project-Based Learning: What projects can working learners do in their current role that require collaboration/problem-solving?

_____

_____

_____

_____

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Step 3 Continued: Incorporate Skill Development Activities

List activities that integrate NACE competencies into daily tasks.

NACE Competency Application: What specific job responsibilities can you assign to help your working learners practice your selected NACE competency/competencies?

_____

_____

_____

_____

Role Rotation: How can you allow working learners to experience different roles within the team to enhance adaptability?

_____

_____

_____

_____

Step 4: Monitor and Evaluate Progress

A. Set Goals with Working Learners: What goals will you set with your working learner(s)?

- **Goal 1:**_____

- **Goal 2:**_____

B. Track Development: How will you monitor progress?

- **Tracking Document/Platform:**_____

- **Metrics to Include:**_____
    - Completed goals/projects
    - Supervisor feedback for the working learner(s)

- **Gather Feedback:** What methods will you use to gather feedback?

- Mid-Term Check-Ins: Conduct formal check-ins to discuss progress and adjust goals.
    - Format:_____
    - Key Questions:
        1) What have you learned?
        2) How can I support you better?

- End-of-Term Reviews: Assess overall performance and career competency development at the end of each term. Suggestion: individual meetings with reflection on accomplishments.

Step 5: Celebrate Achievements

How will you recognize and celebrate working learners' achievements?

- Recognition Programs: Implement monthly shout-outs for outstanding contributions.
    - Ideas for Recognition:_____

- Showcase Events: Organize a semester-end event for students to present their projects and skills learned.
    - Event details/format:_____

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