



Mentorship Program Reflective Journal for Mentors and Mentees

As part of our commitment to ongoing professional development for all AIHS Members, the Mentorship Program facilitates engagement between members of the profession who want to share their knowledge with others and those who want to learn from others. Our mentoring program involves bringing people together to work within a framework that ensures both the Mentor and the Mentee can set goals, exchange ideas, and discuss progress for further development.

An important part of personal and professional development is taking some time to stop and reflect on what you have learned, how you can apply this, and identify areas where you still need development.

This Reflective Journal is a self-assessment tool for personal use to assist in processing your learnings and development in a mindful and planned way and to inform your mentoring discussions. It can be completed by both the Mentor and the Mentee.

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Part 1 – About you

Reviewing how you got to where you are, helps you to gain a sense of growth and set a context for your reflection moving forward. You may consider asking yourself questions such as:

- Why did I decide to become involved in health and safety and to take part in the AIHS Mentoring Program?
- When and how did I decide?
- What and who influenced me? In what ways?
- As I look back to this time, what feelings and images remain?
- If I could make the decision again to become involved in this profession, would I? Why or why not?
- What do I see as my greatest professional strengths?
- What are some of the challenges and frustrations I experienced personally, in my work and professionally?
- What are some of the joys and satisfaction of working in Health and Safety?
- What changes did you make personally and professionally during the reflection period?
- What did you learn about yourself as a Mentor/Mentee, and how does this fit in with your current practice, understanding or attitudes?
- How can you incorporate any new understanding, skill and motivation into your day-to-day practice?
- Where do I see myself in the next 5 to 10 years?
- What do I need to help me bring that vision to life?
- How would I like my involvement with the AIHS Mentoring Program, either as a Mentor or as a Mentee, to help me on that path to success?



Part 2 - Reflection on capabilities

In this section, reflect on what you can do and how well can you do it. It describes your current Health and Safety professional capabilities by considering your practice as a whole, examining a recent event, project or activity. It is your personal reflections that are important here, but for each capability, you may consider the following questions as examples:

- When and under what circumstances do I demonstrate this capability?
- How did I develop this capability?
- Is this capability a core part of my Health and Safety practice?
- How well do I demonstrate this capability?
- Am I constrained in any way in applying this capability?
- Do I consider that I need to modify my practice in any way in relation to this capability?
- How might I realistically achieve this change?

Analyse and evaluate information

Solve problems / develop strategy

Communicate knowledge, skills and ideas

Apply what you know to what you do



Part 3 - Reflection on practice –

This section reflects on how you have applied your capabilities in your practice and requires you to consider a recent event or activity that has caused you to reflect on your practice. Describe the event or activity, reflect on what occurred and your response to theories about what happened and the implications. This should be a free-flowing description, but you may find the following questions a useful guide.

- Is there a background to the situation?
- What is the context?
- Where was I?
- Whom was I interacting?
- Who else was there?
- What happened?
- What did I do?
- Why did I do that?
- What was I thinking/feeling at the time?
- Where might these thoughts or feelings come from?
- What assumptions might I have been making at the time?
- What values or beliefs might have contributed to me acting in this way?
- Did my relationships with other people contribute to my actions?
- Is my response part of a pattern?
- How does my response, or my pattern of response, fit with the capabilities of a Health and Safety professional?
- How does my response, or my pattern of response, fit with contemporary health and safety approaches?
- Does my reflection suggest ways of modifying or revising my underpinning theoretical models or personal skills as part of my professional practice?
- Does my reflection have implications for the Health and Safety profession overall and suggest ways in which the profession should develop?



Part 4 - Next Steps

In Parts 1, 2 and 3 you have reflected on yourself, what brought you to this point in your life and career and where you hope to be in the future. You have reflected on your capabilities now and how you apply these to your practice as a Health and Safety professional in real life.

- Has my reflection from my previous reflection changed?
- Having completed these reflections, what are your next steps?
- Have you been able to crystalise your vision for the future? Has it changed at all from when you first set out on this reflection?
- Have you set some short, medium and long-term SMART goals to help you get there?
- Have you identified any skills, knowledge or experience you need to gain to help you achieve your goals?
- What is your plan to gain those skills, knowledge, or experience?
- Are there any other resources (people, financial, technical etc) you need to help you achieve your goals? What are they?
- How are you able to access those resources?
- Most importantly of all, how will you know if/when you have been successful and how will you celebrate that success?



Summary

In completing this *Reflective Journal* and making the associated reflections:

- Has my perception of how I undertake my Health and Safety practice changed? If so, how?
- Have I identified anything I would change about my practice? If so, what changes would I make?
- Realistically, how could I go about making these changes?
- Have I arrived at any other conclusions about my practice? If so, what?

It is recommended that you review your reflective journals at least once a year to assess what progress you have made.