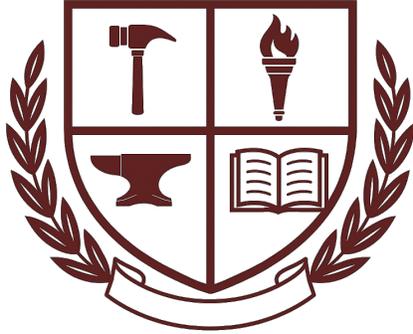


FORGE



PHASE 3: PRACTICUM

Lead and Serve

Participant Workbook

Weeks 25–36

Dooly State Prison

Table of Contents

Mentoring Hours Log

60+ hour tracking across 4 pages

Mentee Progress Notes

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5 blank session planning templates

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My Mentor Philosophy

Mentoring Hours Log

Page 1 of 4 | Activity Types: Co-facilitation / Independent Session / 1-on-1 Mentoring / Community Circle / Other

Date	Activity Type	Hours	Supervisor Initials	Notes
Running Total (this page):				

Mentoring Hours Log

Page 2 of 4 | Activity Types: Co-facilitation / Independent Session / 1-on-1 Mentoring / Community Circle / Other

Date	Activity Type	Hours	Supervisor Initials	Notes
Running Total (this page):				

Mentoring Hours Log

Page 3 of 4 | Activity Types: Co-facilitation / Independent Session / 1-on-1 Mentoring / Community Circle / Other

Date	Activity Type	Hours	Supervisor Initials	Notes
Running Total (this page):				

Mentoring Hours Log

Page 4 of 4 | Activity Types: Co-facilitation / Independent Session / 1-on-1 Mentoring / Community Circle / Other

Date	Activity Type	Hours	Supervisor Initials	Notes
Running Total (this page):				

Mentee Progress Note #1

Mentee Name / ID:

Date:

Session #:

Topics Discussed:

Observations:

Next Steps:

Follow-up Needed: Yes No

Mentee Progress Note #2

Mentee Name / ID:

Date:

Session #:

Topics Discussed:

Observations:

Next Steps:

Follow-up Needed: Yes No

Mentee Progress Note #3

Mentee Name / ID:

Date:

Session #:

Topics Discussed:

Observations:

Next Steps:

Follow-up Needed: Yes No

Mentee Progress Note #4

Mentee Name / ID:

Date:

Session #:

Topics Discussed:

Observations:

Next Steps:

Follow-up Needed: Yes No

Mentee Progress Note #5

Mentee Name / ID:

Date:

Session #:

Topics Discussed:

Observations:

Next Steps:

Follow-up Needed: Yes No

Mentee Progress Note #6

Mentee Name / ID:

Date:

Session #:

Topics Discussed:

Observations:

Next Steps:

Follow-up Needed: Yes No

Mentee Progress Note #7

Mentee Name / ID:

Date:

Session #:

Topics Discussed:

Observations:

Next Steps:

Follow-up Needed: Yes No

Mentee Progress Note #8

Mentee Name / ID:

Date:

Session #:

Topics Discussed:

Observations:

Next Steps:

Follow-up Needed: Yes No

Mentee Progress Note #9

Mentee Name / ID:

Date:

Session #:

Topics Discussed:

Observations:

Next Steps:

Follow-up Needed: Yes No

Mentee Progress Note #10

Mentee Name / ID:

Date:

Session #:

Topics Discussed:

Observations:

Next Steps:

Follow-up Needed: Yes No

Session Plan #1

Date:

Topic:

Learning Objective:

Opening / Hook (5 min):

Content (20 min):

Practice / Exercise (15 min):

Debrief (10 min):

Materials Needed:

Self-Reflection After:



Session Plan #2

Date:

Topic:

Learning Objective:

Opening / Hook (5 min):

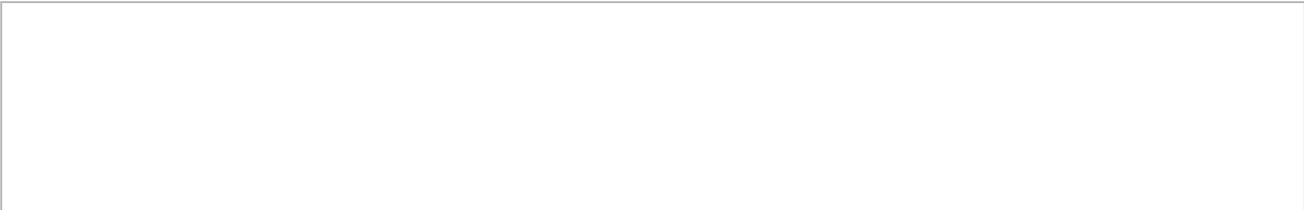
Content (20 min):

Practice / Exercise (15 min):

Debrief (10 min):

Materials Needed:

Self-Reflection After:



Session Plan #3

Date:

Topic:

Learning Objective:

Opening / Hook (5 min):

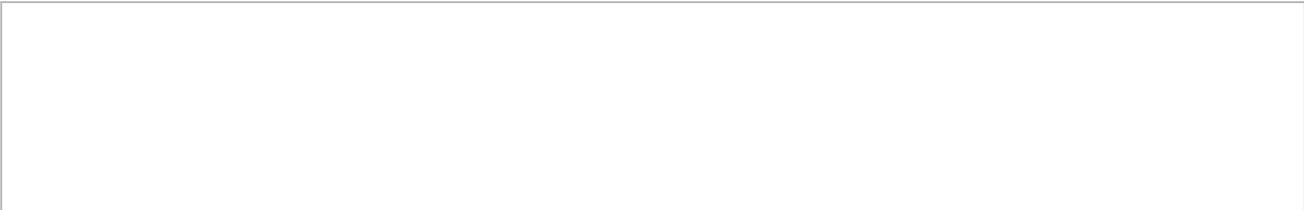
Content (20 min):

Practice / Exercise (15 min):

Debrief (10 min):

Materials Needed:

Self-Reflection After:



Session Plan #4

Date:

Topic:

Learning Objective:

Opening / Hook (5 min):

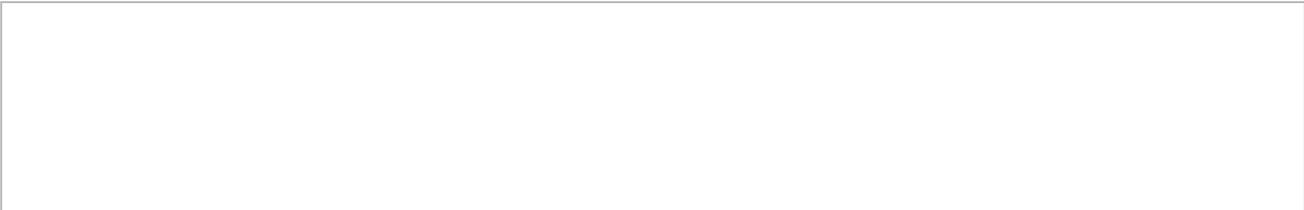
Content (20 min):

Practice / Exercise (15 min):

Debrief (10 min):

Materials Needed:

Self-Reflection After:



Session Plan #5

Date:

Topic:

Learning Objective:

Opening / Hook (5 min):

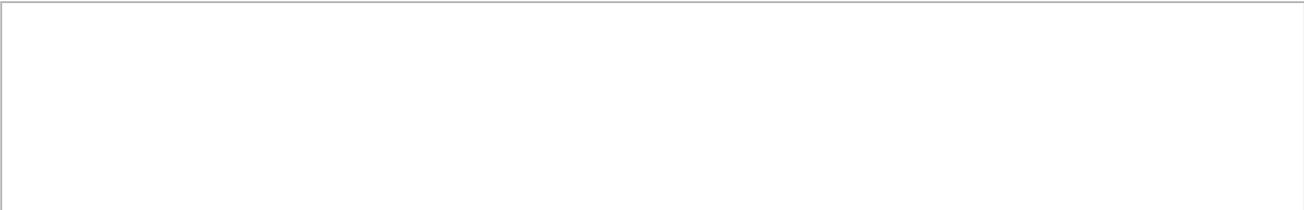
Content (20 min):

Practice / Exercise (15 min):

Debrief (10 min):

Materials Needed:

Self-Reflection After:



Community Circle Plan #1

Date:

Circle Type: Community Building Problem-Solving Healing

Purpose:

Opening Activity:

Round 1 Question:

Round 2 Question:

Closing:

Reflection After:

Community Circle Plan #2

Date:

Circle Type: Community Building Problem-Solving Healing

Purpose:

Opening Activity:

Round 1 Question:

Round 2 Question:

Closing:

Reflection After:

Community Circle Plan #3

Date:

Circle Type: Community Building Problem-Solving Healing

Purpose:

Opening Activity:

Round 1 Question:

Round 2 Question:

Closing:

Reflection After:

Community Circle Plan #4

Date:

Circle Type: Community Building Problem-Solving Healing

Purpose:

Opening Activity:

Round 1 Question:

Round 2 Question:

Closing:

Reflection After:

Weekly Supervision — Week 25

Topic: Establishing the mentoring relationship

Date:

Cases Discussed:

Key Feedback Received:

Action Items:

Personal Reflection:

Weekly Supervision — Week 26

Topic: When it's not going well

Date:

Cases Discussed:

Key Feedback Received:

Action Items:

Personal Reflection:

Weekly Supervision — Week 27

Topic: Managing your own reactions

Date:

Cases Discussed:

Key Feedback Received:

Action Items:

Personal Reflection:

Weekly Supervision — Week 28

Topic: Mid-point check-in

Date:

Cases Discussed:

Key Feedback Received:

Action Items:

Personal Reflection:

Weekly Supervision — Week 29

Topic: Groups vs. individual mentoring

Date:

Cases Discussed:

Key Feedback Received:

Action Items:

Personal Reflection:

Weekly Supervision — Week 30

Topic: Working with staff

Date:

Cases Discussed:

Key Feedback Received:

Action Items:

Personal Reflection:

Weekly Supervision — Week 31

Topic: When someone fails

Date:

Cases Discussed:

Key Feedback Received:

Action Items:

Personal Reflection:

Weekly Supervision — Week 32

Topic: Advanced conflict scenarios

Date:

Cases Discussed:

Key Feedback Received:

Action Items:

Personal Reflection:

Weekly Supervision — Week 33

Topic: Sustainability and self-care

Date:

Cases Discussed:

Key Feedback Received:

Action Items:

Personal Reflection:

Weekly Supervision — Week 34

Topic: Leading leaders

Date:

Cases Discussed:

Key Feedback Received:

Action Items:

Personal Reflection:

Weekly Supervision — Week 35

Topic: Your legacy

Date:

Cases Discussed:

Key Feedback Received:

Action Items:

Personal Reflection:

Weekly Supervision — Week 36

Topic: Final preparation

Date:

Cases Discussed:

Key Feedback Received:

Action Items:

Personal Reflection:

Self-Care & Burnout Check

Burnout Warning Signs

Check any that apply to you right now. If you check 3 or more, talk to your supervisor.

Feeling emotionally drained after sessions

Dreading upcoming sessions

Losing patience more quickly than usual

Withdrawing from peers or staff

Difficulty sleeping or changes in appetite

Feeling like nothing you do makes a difference

Becoming cynical about mentees' ability to change

Taking mentees' problems home with you

Snapping at people outside of sessions

Neglecting your own goals or self-care

Feeling resentful about your role

Physical symptoms (headaches, tension, fatigue)

My Self-Care Plan

Domain	Strategy 1	Strategy 2
Physical		
Emotional		
Social		
Spiritual		

Final Portfolio

Phase 3 Portfolio Checklist

Ensure all items are complete before your final review.

- Mentoring hours log (60+ hours)
- 4 session plans delivered (with self-reflections)
- Mentee progress notes (all mentees)
- 2+ community circles led independently
- Supervision notes (12 weeks)
- Personal growth narrative (3–5 pages)
- Mentor philosophy statement (1 page)
- Phase 1 & 2 materials (carried forward)

My FORGE Journey — Personal Growth Narrative

Use the prompts below to write your personal growth narrative (3–5 pages on your own paper).

- **Where I started...**

- **What changed me...**

- **My hardest moment...**

- **What I'm most proud of...**

- **Who I want to be...**

(continue on your own paper)

My Mentor Philosophy

"What kind of mentor am I? What do I believe about helping others change?" (continue on your own paper)
