**Action Plan Template**

**Where do I want to be by the end of this period/year?**

**What do I want to be doing? (Include as many learning needs as required to achieve agreed objectives)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| What do I want/need to learn?Provide a specific description of the desired changes (e.g. skills to gain, knowledge to acquire, topics/themes/content to cover) | What do I have to do to achieve this?Some examples, a new/ongoing course, conference, self-development (like wider research or reading), coaching/mentoring, job shadowing | What resources or support will I need?Some examples, teaching staff support, library support, student advisor support, line manager, etc. | How will I measure success?Some examples, appraisals, course assessments, team feedback, tutor feedback | Target dates for review and completionNote that these need to be realistic/achievable |
| I need to be more familiar with specific industry codes of conduct | I need to be more active in my reading outside the required reading of the course. | I need to use the topics of discussion with peers and teaching staff to identify where my knowledge is lacking and seek the relevant texts either online or within the Library | Discussions with peers already working with the sector and feedback from tutors on my understanding of certain topics | End of degree program. |
| I need to develop my critical analysis skills | I need to read further into the resources from UoEO and to seek coaching  | Coaching staff and the UoEO resources | The feedback from tutors going forward with critical thinking tasks | End of degree program |
| I need to develop my leadership skills | I have to take control of some team based tasks and not back down from the opportunity | Support and encouragement from peers and staff | Feedback from peers and tutors in team based activites | End of degree program |
| Application of specific Cyber Security tools | Further reading outside the required reading of the course and more engagement with required tasks. | Further discussion with peers already working in the sector and further reading of user documentation of tools I have been introduced to. | Feedback from tutors when tools are required for tasks. | End of degree program |