**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 |
| Python | I need to work through a python textbook to reacquaint myself with the basics. From there I need to just practise making as many projects as possible until I feel more comfortable. | I would need support from teaching staff and library support. | I would initially measure my success from how good I feel after working through the textbook. From there project appraisals from my tutor would show how good I am doing. | I would like to make significant progress in the next six months. |
| Proficiency with vulnerability scanning | I need to work through a cyber security course that focuses just on scanning tools. From there I should work on some self-projects to improve what I know. | I would need support from the teaching staff and my manager. | I would measure how comfortable I feel after the course assessment. | I would like to make significant progress before the end of 2022. |
| Knowledge of law and regulations relation to cyber security | I need to read more about the subject. Also working towards a certification make be good as well, since most focus a good deal on cyber law. | I would need support from teaching staff, library support, and my manager. | I would measure how much I understand based on course assessments and feedback from my tutor on assignments. | I would like to make significant progress before the end of 2022. |
| Improved Writing Skills | I need to work through a course and get some better ideas. From there I need to practice just writing as much as I can | I would need support from teaching staff and library support. | I would measure my understanding of assignment feedback from my tutor. | I would like to make significant progress before the completion of my masters in two years. |