

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 completion Note that these need to be realistic/achievable
Understanding of Research Design and how this should be conducted.	Produce a Research Outline, focusing on how data is collected and how it is going to be used to achieve the desired outcome.	Module Content, Further Reading	Tutor Feedback from assignments	Monday 23 rd May 2022
Understanding of the types of data that can be collected and how these can be analysed and presented to support a discussion.	Complete some independent research into the ways in which data can be presented, applying these wherever possible to module content.	Module Content, Further Reading.	Formative feedback provided by tutor	Monday 23 rd May 2022
Understanding of Research Ethics and the application/mitigation steps that must be undertaken to reduce the risk	Undertake a comprehensive research risk assessment to identify the risks, identifying distinct counter-measures that must be considered in order to reduce the risk to an acceptable level.	Module Reading, Further Research and Tutor Feedback.	Tutor Feedback from assignments.	Monday 23 rd May 2022