

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
Become better at presenting	Create scripts before presenting and rehearse. If recorded also review recording.	Create time my time well before I need to present and give myself time to review my progress after the presentation	Feedback from colleagues and manager.	I am due to present a few times next year to show off new process developments so after a year I feel this is possible. (December 2025)
Risk taking	Apply for jobs in my department I feel I am qualified even if rejection is possible	Discussion with manager	Appraisal at work to see if I am skilful enough for the job.	When the next opportunity for a promotion comes up, I should apply and if rejected request feedback to know how to improve. (December 2025)
Increase work experience	Job shadowing, asking manager for additional training	HR training request and discussion with manager	See how my confidence increases but more importantly discussions at my annual appraisal at work	December 2025 seems achievable as my workplace has a shadowing programme and encourage development.
Be willing to ask for honest criticism	Ask for feedback	Discussion with manager	During my biweekly 121s discuss a project I am working on and request feedback	December 2025 allows for a large enough sample size of being able to see if there are any critiques in my work.