

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
Improve my coding skills: Python	Find small projects that can build into a wider skill set	eBooks from various modules, sololearn	Able to complete my research project	August 2024
Improve my coding skills: R/RStudio	Find small projects that can build into a wider skill set	eBooks from various modules, sololearn	Produce professional reports and analysis for current work projects	December 2024