University of Essex

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 presentation skills	**Learn new skills to make the presentations I produce more engaging**		**Requesting feedback from tutors and improved confidence and understanding**	**01/06/2024**
Improve working knowledge of statistical analysis, specifically hypothesis testing	**Practice, further research and reading**	**Online resources**	**Requesting feedback from tutors and improved confidence and understanding**	**01/06/2024**
Improve knowledge of methodologies for a dissertation level project	**Further research and reading**		**Requesting feedback from tutors and improved confidence and understanding**	**01/06/2024**