**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 |
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| Time management skills | Learn time management skills and techniques. Learn prioritisation | Online Resources. University of Essex ressources. | By putting learned techniques into action | Q2 2024 |
| Engage in group discussions | engage in group discussion outside of the course envrioment | University of Essex ressources. Discussion forms or tools such as discord etc. | successfully engaged in several discussion and had beneficial insights | Q2 2024 |
| Academic/professional goal aligenment | Reconsider and align my academic and professional development | University of Essex ressources. Online research about my career path | Having a concrete professional development plan and goals | Q1 2024 |
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