**Action Plan Template**

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| 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 |
| Increase my information technology and digital literacy | Pursue more technical courses, including programming, Java, Python, and MySQL. Furthermore, I need to find an expert in the field to mentor me and coach me toward attaining information technology and digital literacy. | Teaching staff, especially experts in the selected technical fields. I will also need unlimited access to library resources, including computer programs and software or books. | I will measures success through monthly course assessments to determine the progress that I have made. I will also leverage tutor and peer feedback to measure my success in enhancing my information technology and digital literacy skills. | 11/10/2022 to 11/01/2023 |
| To develop a professional network that will enhance my success in the IT domain. | Attend conferences, online communities, and seminars organized by professionals in my field. This will increase my interaction with various individuals in the IT domain. | Professional resources, including online professional communities such as LinkedIn | I will measures success through appraisals and self-assessments to help me determine the milestones that I have made toward creating a network. | 11/11/2022 to 11/11/2023 |
| Improve my subject application capabilities, especially ethical awareness. | Attending ethics training, clearly communicating ethical expectations and striving to embrace them, and coaching/mentoring to help me understand computing and IT ethics (Stahl, Timmermans, and Mittelstadt, 2016 p.3). | Teaching staff, experiences instructions that can nurture my ethical awareness. Library resources such as books to gain insights into the ethics that guide my profession. | I will measure success by assessing my adherence to ethical codes of conduct. Similarly, I will also utilize course assessments to measure progress, especially my performance in ethics training courses. | 20/10/2022 to 20/12/22 |