

## ACTION PLAN

This action plan is intended to assist you in your professional and career development. It can be used in several ways e.g. after completing the self-assessment tool; after completing one or more of the learning activities; as part of your continuing professional development; for your KSF/PDP or to plan your career. It follows a straightforward approach to help you consider where you are now, where you want to be, how you will get there and how you will know that you have achieved your goal.

**A blank template is on page 2 for you to complete.**

Overall Aim	Where am I?	Where do I want to be?	How will I get there?	How will I know that I am there?
State what it is you aim to achieve	Consider where you are now and identify the areas for development or improvement in terms of knowledge and skills.	Break your overall aim down into a number of smaller, more specific objectives that detail exactly what it is that you want to achieve.	Outline the process by which you will undertake continuing development or improvement.  - What exactly are you going to do? - What actions do you need to take? - How are you going to do this? - When will you have done this by?	Outline how you will know that you have achieved your aim?  This may be done in a variety of ways, for example, peer review, patient feedback or as part of an appraisal process.



**Name:**

**Date:**

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Updated August 2019