

Developing A Personal Action Plan

Duration: 5 Days

Language: en

Course Code: IND08-104

Objective

Upon completion of this course, participants will be able to:

- Understand the importance of developing a personal action plan within an organisation.
- Identify the purpose of a personal action plan and its short-term and long-term benefits.
- Recognise the consequences of approaching a subject unprepared and without an action plan.
- Assess various methods and frameworks of action plans and their benefits and limitations.
- Allocate necessary resources to aid in personal development.
- Examine what information should be included in a personal action plan.
- Ensure personal action plans are aligned with business needs and values.

Audience

This course is designed for anyone within the education sector who wishes to progress in their career using a personal action plan. It would be most beneficial for:

- Operations Managers
- Deputy Headteachers
- Heads of Departments
- Project Managers
- Management Analysts
- Subject Leaders
- SEN Teachers

Training Methodology

This course uses a variety of adult learning styles to aid full understanding and comprehension. Participants will review real-world examples of personal action plans to highlight important factors and maintain progression.
They will participate in various learning methods to encourage effective learning, including presentations, group discussions, video materials, and individual activities. This combination of methods will maximise the participant's ability to comprehend the taught content and related skills.

Summary

Individuals will constantly desire change and improvement in any career choice. For most organisations, there are various pathways to gaining more skills, responsibilities, and knowledge in various roles. However, strict planning is required to increase personal standing within an organisation successfully.
Creating personal action plans has proven highly beneficial for individuals attempting to progress through their careers. These plans will initially detail an individual's current standing and overall goals for the future. Once these are established, the general aims, objectives, and expectations should be identified, as these will be the stepping stones to achieving the final goal.
After creating the personal action plan, it is important to strictly follow it to ensure all deadlines and objectives are being met. However, several factors can influence success. Many opportunities and threats can positively and negatively impact progression, making it crucial to recognise these long before they occur for adequate preparation. Furthermore, to remain on track, an individual should regularly monitor performance, reevaluate their current standing, and adjust the action plan as necessary.

Course Content & Outline

Section 1: Fundamentals of Personal Action Plans

- Defining a personal action plan and how it can benefit an individual on a short-term and long-term basis.
- How action plans can lead to personal and organisational success.
- Understanding the consequences of creating a poor action plan or lacking one completely when approaching an unfamiliar situation.
- Investigate individuals within the sector and their use of action plans.

Section 2: Creating an Action Plan

- Assessing what information should be included in an action plan.
- Establishing personal goals, objectives and expectations for a particular circumstance or overall career goals.
- Exploring opportunities within the organisation that may benefit personal development.
- Ensuring action plans are achievable within the desired timeframe.
- Aligning personal action plans with organisational aims and objectives to eliminate any potential challenges.

Section 3: Enacting the Action Plan

- Setting the action plan into place and working strictly to deadlines.
- Recognising opportunities to increase plan progression and meet objectives before

intended.
- Facing potential threats and mitigating risks before they can negatively impact progress.
- Building positive habits to aid in achieving plan goals.
- Allocating necessary resources to ensure success.

Section 4: Measuring Performance

- The importance of measuring performance when meeting aims and objectives.
- Different methods of measuring performance and their advantages and disadvantages.
- Reflecting regularly on progress emotionally and practically – what more can be dedicated to progressing through the action plan.

Section 5: Personal Development and Organisational Needs

- Evaluating personal development and how this can benefit the organisation.
- Analysing organisational needs and aligning the action plan to match these.
- Ensuring organisational demands won't interfere if personal action plan progression.

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by the British Assessment Council (BAC) and The CPD Certification Service (CPD), and are certified under ISO 9001, ISO 21001, and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

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