

Action Plan

Building blocks provide sample REfLECT session structures. See the example Session Frameworks for ideas on how to integrate the different elements within one session. This building block can be used in conjunction with:

- 1.0 About the learners;
- 2.0 Aims and objectives;
- 3.0 Session framework;
- 4.0 Associated building blocks;
- 5.0 Tipsheets; **Creating an Action Plan**
- 6.0 Scenarios; **A-Level English**

Time	4.0 Connection Activity:	4.1 Colleague Activity:
00:00	Introduction to the session and logging in.	Active listening and members to log in to REfLECT through the IfL website using their IfL membership numbers.
00:05	Select create new, action plan and demonstrate to show how the action plan is structured with the different sections.	Active listening / participating in a discussion about the purpose of the action plan record and the sections within it.
00:15	View the action plan and show how the steps to success are listed with all the individual deadlines.	Colleagues to create an action plan based either on a scenario of their choice or one given by the Connection. Include individual deadlines within the steps to success

00.30	Feedback and end of session.	<p>Participation in a question and answer session.</p> <p>Questions that may need to be addressed are:</p> <p>Can the action plan tool in REfLECT be used as the basis for the CPD activities in the cycle?</p> <p>Interpreting the SWOT analysis step.</p> <p>An idea shower on what resources could be available and what type they should/could be.</p> <p>Top Tip!</p> <p>A possible scenario for an action plan could be a structure of how the colleagues are going to achieve their CPD for the following year.</p>
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