

Session Plan

Module

Action Planning

Level: 4

Duration: 30 mins

Aims :
 To consider action plan models and to practice setting, techniques for effective planning and feedback. key messages: Identifying needs, action planning, goal giving feedback.

Objectives:
 By the end of the session the individual and/or group will be able to:
 1. Analyse and solve ITT scenarios
 2. Take part in devising action plans
 3. Evaluate effectiveness of feedback

Time	Learning, Teaching and Assessment Activities				Resources
	Planned Learning Outcomes	Learning	Teaching	Assessment	
5 mins	1	Discuss actions plans in general and consider their strengths and weaknesses.	What is your experience of action plans? Are they helpful? What stops them from being helpful?	Observe level of contributions	
5 mins	1	Consider models on offer within the work place. Look at example and complete.	To state own choice of action plan or devise another more suited to the individual. Work through example for trainees to complete		Own action plan templates, an example
15 mins	2	Identify key issues that can be translated into an action plan. Devise action plan to fit with scenarios	Use scenarios to consider how the issues would be action planned to enhance teaching and learning	Complete an action plan	Action planning scenarios

Time	Learning, Teaching and Assessment Activities				Resources
	Planned Learning Outcomes	Learning	Teaching	Assessment	
5mins	2 3	Consider suggestion examples and discuss.	Provide example suggestions from the scenarios. Encourage discussion with reflection and analysis	Ability to reflect and analyse	Suggestions handout

Other resources: FENTO Mentoring towards Excellence p109 – 111 (lists of attributes/ competencies of excellent teachers)
p 120 -122 (questionnaire – skills already have)

Extension activities/Further study/Reading/ Action Research: Reflect on own skills and any development needs. Look at other scenarios not completed or consider your own. Define feedback	Summative Assessment: Write a short reflective account of the process of action planning and describe how you provide guidance, feedback & direction. Look at your own action plan and set challenging & personal goals.
Mapping against Curee Identifying needs, action planning Goal setting, giving feedback Provide information & feedback m6,c6. Facilitate growing independence in professional learning c7. Identifying learning goals & supporting progression m1. Support to clarify goals c1. Provide guidance, feedback & direction m6. Setting challenging & personal goals	