



# Action Plan

Please use this handout to guide you through the important 'action planning' process. Section 1 should be completed during the workshop. Sections 2 and 3 should be completed back in the workplace when you have had time to consider how you intend to apply what you have learnt, and the results you will achieve by changing your current approach.

This action plan will form the basis of a useful post-course discussion with your line manager.

**1. The key areas of knowledge/skill I will take away from this workshop are...**

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**2. Within the next 6 to 8 weeks, I intend to put the acquired learning into practice as follows...**

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**3. By applying the acquired learning, I will achieve the following results...**

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