

# UNDERSTANDING THE CONCEPT OF AN ACTION PLAN

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## Purpose

The purpose of this activity is to establish the components of the action plan, based on the segments of the S-PLC circle. Therefore, it is important to understand how to focus on themes or situations which should be improved. The aim is to improve by taking the steps of the templates of the action plan (see below).

## Preparation



### Material

paper, pencil, computer



### Room

group tables, 4-6 on each group



### Duration

It depends on the individual student teacher as it comprises an individual activity and the S-PLC meeting where the Action Plan progress will be discussed.



### Target group

student teachers, student teachers in internship, students



### Setting

S-PLCs in seminar or internship



### Application

beginning / middle of the S-PLC work

## Description of the Activity

These sample Action Plans are designed for student teachers doing their school placement whilst having S-PLC meetings together with fellow students. At a session, the idea of the Action Plan is presented, the template is explained and doubts are clarified.

## Additional Information



### Alternative

The Action Plan can be revised at some point during the school placement at a seminar and evaluated as a development tool for the student teacher. This may entail adding further questions as a response to the student teachers' needs.



### Learn more

**Template 1**     *Action Plan 1*

**Template 2**     *Action Plan 2*

## TEMPLATE 1: ACTION PLAN 1

<b>School Placement Week Number:</b>	<b>Date:</b>
<p>1. What aspects of the teaching competence do you plan to improve until the next S-PLC meeting? <i>(It is important that you identify some aspect of the teaching competence that, as a consequence of your experience in the classroom you want to develop, learn more about it, practice, etc.. Please note that you may learn from observing your tutor or school students, not only from practical teaching)</i></p>	
<p>2. Where did the desire to improve this come from? /Why do you consider wanting to develop this? <i>(Please identify what (circumstance, incident, evidence, etc.) has led you to consider the need to improve that competence or area of competence).</i></p>	
<p>3. How do you plan to develop it? <i>(Are you going to do a bibliographic or internet search on that teaching competence? Are you going to ask your tutor or another teacher? Are you going to plan an intervention in the classroom to test a teaching strategy? Etc.)</i></p>	
<p>4. What information do you need to obtain to plan and verify the extent to which this improvement has occurred? Which points are of special interest for improvement? How do you plan to analyse the information? <i>(Do you need to record yourself (perhaps in audio) to later analyse how you have acted in class? Do you need to systematically observe the students or the teacher? Do you have to collect student work to then draw conclusions? How will you analyse the information to draw relevant conclusions? Etc.)</i></p>	
<p>5. How will you notice that you are professionally developing in the area you set to improve? <i>(Try to envisage what you will be able to do better / more professionally, effectively, etc. as a result of this involvement in professional development.)</i></p>	

## TEMPLATE 2: ACTION PLAN 2 Preamble

<b>Topic (Identified Problem) Overview</b>		
<b>Topic (Identified Problem)</b>	<b>Date to be completed by</b>	<b>Responsible</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		

<b>Topic 1 (Identified Problem)</b>	
<b>Aim / Expectation</b>	
<b>Analysis</b>	
<b>Retrospective view &amp; Actual State</b>	

**Specific Aims & Measures (Topic 1)**

**Aim 1:**

<b>Date to be completed by</b>	<b>Responsible</b>
<b>People involved</b>	
<b>Indicators (Target Achievement)</b>	
<b>Evaluation (if necessary)</b>	

<b>Measure 1.1:</b>	
<b>Date to be completed by</b>	<b>Responsible</b>
<b>Reflection</b>	

<b>Measure 1.2:</b>	
<b>Date to be completed by</b>	<b>Responsible</b>
<b>Reflection</b>	

**etc. same for topic 2, 3, ...**