

Action Planning for Continuous Improvement

Background: Action plans are written by most schools, colleges and work-based learning providers in order to provide a focus for improvement. Yet many action plans fail to deliver the desired improvement. Tasks and activities are often left uncompleted and evaluation of the effectiveness of implementing specified changes is sometimes carried out at a superficial level. How can we make the process of action planning more effective? How can we use action plans to deliver quality improvement?

Focus: To consider actions that lead to improvement and evidence that is required to evaluate if the changes have resulted in the desired goals.

Solution: During this workshop we explore where action planning fits into the self-evaluation cycle and the importance of an effective action plan to deliver quality improvement. Participants have the opportunity to: explore the action planning process; reflect on specific areas for development; identify sources of evidence that may be triangulated to support evaluation; and, consider monitoring processes that are both effective and efficient. By the end of the workshop, participants will have created an exemplar action plan for one area requiring development.

Feedback from teachers on what they learnt:

"It was super to work collegially, with Jill's guidance, to devise or input to the departmental action plans."

"How to structure my departmental action plan to make it more relevant to my department needs and the need to involve my colleagues more and not just me to do it all"

"Actually working through an example of writing an action plan within the time – I left feeling I had achieved something and started a task."

"Consolidated my understanding of the rationale behind Action Plans. Made me more aware of my role to lead not just to do!"

"I enjoyed the practical relation to a real thing I do as part of my role – i.e. the creation of an exemplar action plan – something I have never received training on."

"Training was important and necessary for me as SENCO and my role – creating my own SEN-action plan and feeding into English and Maths action plans."

Other comments

"Excellent and worthwhile"

"Excellent course – well paced. Very worthwhile day with lots of info given on how to improve. Thank you."

"More time spent like this would be very beneficial"

"Excellent. Thank you."

"Thank you for your style, knowledge and input Jill."