

Helping learners to produce an action plan: Guidelines for teaching staff

1. Introduction

Section 3 of Plan-it, 'How are you going to get there?' helps learners build an action plan. Targets are written to help learners to progress and so could relate to:

- Work skills
- School learning
- Personal life

Although the Plan-it system will take them through an action planning process this works best when learners have been given some help in understanding the following:

- Purpose of action planning
- What is a target?
- What are action points?

The following is intended to help you introduce action planning to learners before they do the activity online.

2. Purpose of action planning:

- Having a plan can mean there is more chance you will get what you want in life
- Planning is a useful skill that can be used in all parts of life
- Employers want people who can plan how they will get a job done

3. What is a target?

- A target is something you want to do in the future that you are not doing at the moment
- The reason you want to set a target is because, if you achieve it, then it will improve your life in some way

Examples:

- I will get a grade B in English
- I will come to school on time, every day
- I will join a club so that I can meet new friends

4. What are action points?

Action points say the things you will do to make sure you achieve your target.

- They may well be quite small steps
- There are usually a few action points for each target
- Action points are things you can tick off as you do them, that's why they are actions!

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5. An example target with action points

Target:

Get a work experience placement at Bristol Zoo

Action points:

1. Find out the address of Bristol Zoo by looking in the phone book
2. Write a draft letter asking for a placement
3. Get my mum/friend/teacher to check my letter is okay
4. Send it off

The target and the action points should be SMART:

- Specific
- Measurable
- Achievable
- Relevant to their lives
- Time-related