

Appendix 11 Personal development plan template

To support your continuing development as an online facilitator, you can draw up a personal development plan for yourself. We have provided you with a template for creating your development plan below. Just follow the steps to complete your template.

STEPS	<i>Step 1: NEEDS – Identify what you feel you need to develop further</i> Sit quietly and think back about your participation in the course and then think about where you are now. Identify 3–4 things you would like to develop further.
	<i>Step 2: CAPABILITIES – Check needs against online facilitation capabilities</i> Go to the 'Online facilitation capabilities' (Week 1) and do a self-assessment of your online facilitation skills now that you have completed the course. Compare the results with your developmental needs, which you have identified above. Decide if there is a close match and whether you would like to adapt your needs somewhat.
	<i>Step 3: GOALS – Identify a SMART (Specific, Measurable, Attainable, Relevant, Time-bound) goal</i> Next, you have to identify a goal, a statement of how you want to meet that need for each of the needs you have identified. Write the goal and then identify if it is SMART.
	<i>Step 4: STRATEGY – Create a realistic strategy or action plan statement for yourself</i> Write a short sentence to identify how you will achieve each one of your goals.
	<i>Step 5: EVALUATE SUCCESS – Decide how you will know that you have achieved your goal</i> We seldom know if we have achieved a goal if we do not decide how we will measure or evaluate success, so go ahead and complete the last column.

Example:

ONLINE FACILITATION PERSONAL DEVELOPMENT OF: TINA TOLKIEN			
NEED 1: To be able to use advanced online tools in online environments			
GOALS	STRATEGY	ACTION STEPS	HOW WILL YOU EVALUATE SUCCESS?
To practice using at least four advanced online tools, twice a week during the first month after the course	Identify four advanced online tools and practice to use them in online environments	To identify which four advanced online tools I will use most in my online interactions	I have successfully completed all the action steps I will be able to effectively use the four chosen advanced online tools in online environments within one month after the online facilitation course
		To ask a colleague with advanced online expertise to support me with advice when needed	
		To practice using one of those advanced online tools twice a week during the first month after the course	

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ONLINE FACILITATION PERSONAL DEVELOPMENT OF: (please fill in your name above)			
Need 1:			
GOALS	STRATEGY	ACTION STEPS	HOW WILL YOU EVALUATE SUCCESS?
Need 2:			
Need 3:			

