## **Sharing Practice in Enhancing and Assuring Quality (SPEAQ)**

**Personal reflection and action plan**

This is an opportunity to reflect on the workshop and to develop your own personal action plan. Take with this plan away with you and put it in a prominent place in your office or home.

Name:

Complete this sentence: I think quality is…

Something I had not thought about until today is…

Something I would most like to change about my practice is…

Something I think I am doing well is

Something which might prevent me making the changes I want to make is….

To make the changes I would like to make, I need to…

*Please turn over for action plan*

My action plan: Your action plan needs to focus on things **YOU** can do, not things you think other people could do or should do.

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| --- | --- | --- | --- |
| *What I need to do.* | *Who might be able to help me? (This may include someone to whom you need to speak get permission)* | *Date I will do this by* | *Who will help make sure I have done this? You may nominate a friend or colleague who can hold you accountable for this* |
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