



# RYA Training Conference 2012

Supported by  Gallagher Health Insurance Services

## SMART action plans

*There are a multitude of ways to action plan a candidate from an instructor course, this workshop is designed to share ideas in the issuing of suitable and effective action planning setting, expectable timescale in completing them and who is eligible to sign them off.*

Most groups that discussed this topic agreed an action plan pad for coaches to use post instructor training was a good idea, with the layout of the current inspection action plan, 3 carbon copies per sheet, providing a good starting point, with tick box reminders on timeline as to who could sign off.

It was felt **RYA Guidance** for each action plan set would help set a standard, who should measure/sign off and provided with the evidence on completion, but the result and completing the actions set must rest with candidate. Education on what a SMART action plan includes should also be provided, here are a few of the suggestions:

- SPECIFIC – get to the point, not just shadow on a course, what specifically to look at, Ideally suggest who work with under SI, SI to feedback and to who, candidate helps to identify
- MEASURABLE – what they have to do, who can assess this (dependent on action plan.)
- ACHIEVABLE – person specific
- REALISTIC – don't be afraid of failing, giving an AP to improve skills and then to be re-assessed.
- TIMELY – it was felt that a 12-18 months maximum completion time should be enforced and established by RYA.