

| Action No. | Target / Goal                                                                                                                                                                    | Action Steps                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Linked Professional Standards                                                                                                                                                                                                                                                   | Resources                                                                                                                                                                                                                                           | Target Date                   | Progress / Comments                                                                                                                                                                                                                                                                                                                                        |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1          | Improve time management and slide pacing to deliver content within the allocated timeframe while maintaining a seamless lesson flow.                                             | <ul style="list-style-type: none"> <li>• <b>Rehearse</b> each session section with a timer to build pacing awareness and maintain a steady, confident flow when delivering my PowerPoint Presentation (PPP).</li> <li>• <b>Adjust</b> slide content to ensure clarity and avoid verbose overload to match the realistic and achievable delivery time – apply a 'must-should-could' content structure (less is more).</li> <li>• <b>Practise</b> seamless transitions between slides, linking visuals with spoken delivery.</li> <li>• <b>Learn</b> how to embed timers within PP slides to manage discussion and activity phases more effectively.</li> </ul>                 | <ul style="list-style-type: none"> <li>➔ Plan and deliver effective learning, teaching and assessment.</li> <li>➔ Critically reflect on one own values, knowledge and skills to improve learning.</li> </ul>                                                                    | Laptop, Microsoft Office, Lesson plan (Word docx), Timer, Slide notes or PP lecture script in Word docx format, time and effort.                                                                                                                    | (wk 40 - wk 44)<br>31/10/2025 | Practice with a timer weekly until I am confident, starting from week 40 – confidence will serve as an indicator of progress. Review/reset the target date after the completion, depending on the progress.                                                                                                                                                |
| 2          | Develop confident, fluent, and expressive public speaking skills to enhance professional delivery, classroom presence, and the use of appropriate language in teaching contexts. | <ul style="list-style-type: none"> <li>• <b>Record</b> myself while practising teaching (voice or video) at home.</li> <li>• <b>Practise</b> delivering teaching topics to peers or family and seek their feedback.</li> <li>• <b>Watch and analyse</b> at least 3 public speaking tutorials on YouTube.</li> </ul>                                                                                                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>➔ Demonstrate dignity, courtesy and respect towards others.</li> <li>➔ Build positive and collaborative relationships.</li> </ul>                                                                                                        | Phone, Laptop, TED Talks (YouTube), Peer/mentor/lecturer /students' feedback (verbal, post-teaching).                                                                                                                                               | (wk 40 - wk 45)<br>15/11/2025 | Start from week 40 onwards, practising with voice and video recordings. This remains an ongoing area of development – review the target date based on progress.                                                                                                                                                                                            |
| 3          | Improve lesson planning by incorporating measurable learning outcomes.                                                                                                           | <ul style="list-style-type: none"> <li>• <b>Revise</b> the use of Bloom's taxonomy in learning aims &amp; objectives.</li> <li>• <b>Practise</b> writing Specific, Measurable, Achievable, Relevant, and Time-bound objectives using Bloom's Taxonomy.</li> <li>• <b>Incorporate</b> strategies for anticipated learner needs/difficulties.</li> </ul>                                                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>➔ Plan and deliver effective learning, teaching and assessment.</li> <li>➔ Maintain and update knowledge of my subject(s) and how best to teach and assess them.</li> </ul>                                                              | Laptop, provided Bloom's verbs guide, Google Scholar, UWTSD templates, and tutor/mentor feedback.                                                                                                                                                   | (wk 40 - wk 44)<br>31/10/2025 | Apply the tutor's feedback to the next lesson plan. Ask the tutor for feedback to assess my progress in developing lesson planning skills. This is a continuous self-development area – review the target date depending on my progress.                                                                                                                   |
| 4          | Develop accessible slide designs that align with inclusive teaching principles and accommodate learners with Additional Learning Needs (ALN).                                    | <ul style="list-style-type: none"> <li>• <b>Avoid</b> white text on black background.</li> <li>• <b>Use</b> a minimum 24pt font size for the PPP text.</li> <li>• <b>Include</b> visuals/icons/transitions to support interactive learning.</li> <li>• <b>Apply</b> the 6x6 slide rule.</li> <li>• <b>Follow</b> guidelines from credible sources (Jisc, UCL's Inclusive Curriculum Framework, CAST's Universal Design for Learning).</li> </ul>                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>➔ Value and promote diversity, equality of opportunity and inclusion.</li> <li>➔ Plan and deliver effective learning, teaching and assessment.</li> </ul>                                                                                | Laptop, Microsoft PowerPoint's built-in Accessibility Checker, PowerPoint Slide Design, Canva for Education, and YouTube tutorials.                                                                                                                 | (wk 40 - wk 43)<br>25/10/2025 | I need to be able to confidently utilise PowerPoint's built-in slide design tools, as well as Canva and other digital tools. Create a slide checklist for future lessons – develop a universal template.                                                                                                                                                   |
| 5          | Establish a consistent habit of testing all technology-dependent activities within my PPPs in advance, and preparing appropriate backup options to ensure lesson continuity.     | <ul style="list-style-type: none"> <li>• <b>Check and re-test</b> QR codes/other digital tools before each session to ensure accessibility.</li> <li>• <b>Use</b> Adobe Express for permanent and stable code generation.</li> <li>• <b>Create</b> at least two alternative options as a backup plan if tech fails.</li> <li>• <b>Save</b> copies of digital content locally to ensure offline access (USB/hard drive).</li> </ul>                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>➔ Maintain and update knowledge of my subject(s) and how best to teach and assess them</li> <li>➔ Enable learners to share responsibility for their own learning and assessment</li> </ul>                                               | Laptop, USB stick, Google, Sites with free quizzes, Adobe Express, Microsoft PowerPoint, and Word.                                                                                                                                                  | (wk 40 - wk 41)<br>08/10/2025 | I must be able to maintain the routine of testing integrated digital tools and media content the day before teaching sessions. Use the developed contingency plan to overcome technical issues.                                                                                                                                                            |
| 6          | Build digital confidence by using interactive tools to assess learners' ability to explain, apply, and evaluate key concepts.                                                    | <ul style="list-style-type: none"> <li>• <b>Explore</b> free-of-charge interactive tools like Padlet, Kahoot, Vevox, and Mentimeter.</li> <li>• <b>Create</b> a table linking tools with specific cognitive activity or task.</li> <li>• <b>Attend</b> at least two digital pedagogy webinars, workshops, or CPD sessions.</li> <li>• <b>Practice</b> embedding digital tools into presentations.</li> <li>• <b>Seek</b> feedback from learners and peers after the use of digital tools.</li> <li>• <b>Reflect</b> on each session and adjust.</li> </ul>                                                                                                                    | <ul style="list-style-type: none"> <li>➔ Plan and deliver effective learning, teaching and assessment</li> <li>➔ Maintain and update knowledge of my subject(s) and how best to teach and assess them.</li> </ul>                                                               | Laptop, UWTSD CPD courses (elearning.uwtsd.ac.uk), LinkedIn Learning, Kahoot, Vevox, Padlet, Mentimeter, and YouTube tutorials.                                                                                                                     | (wk 40 - wk 46)<br>15/11/2025 | The confidence should be clearly demonstrated in the practical application of digital tools in my teaching. This is a continuous improvement area – the target date can be adjusted based on progress.                                                                                                                                                     |
| 7          | Project a professional classroom presence by avoiding unnecessary disclosures and maintaining confident delivery, even during minor setbacks.                                    | <ul style="list-style-type: none"> <li>• <b>Reflect</b> on the impact of personal comments or disclosures on student perception during teaching sessions.</li> <li>• <b>Practise</b> reframing internal challenges without voicing them to learners.</li> <li>• <b>Develop</b> neutral, confident classroom language.</li> <li>• <b>Seek</b> feedback from peers or mentors to build a consistent professional tone.</li> <li>• <b>Observe</b> experienced teachers to note how they manage unexpected issues without revealing unhelpful personal detail.</li> <li>• <b>Continue</b> to record and reflect on each session's introduction to monitor improvement.</li> </ul> | <ul style="list-style-type: none"> <li>➔ Critically reflect on own values, knowledge and skills to improve learning.</li> <li>➔ Build positive and collaborative relationships.</li> <li>➔ Demonstrate commitment to learners, their learning, safety and well-being</li> </ul> | Observation feedback from mentor/supervisor/peers (verbal or written). Reading resources on classroom communication, teacher presence, etc. Personal reflection journal, so I can note what I said, why, and how I could phrase things differently. | (wk 40 - wk 41)<br>08/10/2025 | The progress will be reflected in better self-control – specifically, a greater recognition of the intention to overshare. Additionally, a noticeable increase in confidence in my teaching presence can also signify my progress. The target date can be reviewed depending on progress, as it is a continuous process of monitoring and self-reflection. |