# Academic development Reflection Tool

## Individual Academic Professional Development Plan: Step 1 for managers

**Guidance**: As a manager you may have to balance a wide range of needs for your team as well as those of the individual team member. For that reason, we consider it essential that sufficient time is given to explore with each individual member of your team their career aspirations and their APD needs. This will enable them to perform to the best of their abilities but also to offer the best experiences to our students. At this stage we would like to ask you to consider any CQEM reports, or actions discussed at a course wide level, as well as any strategic priorities for the Coventry University Group that you think could be relevant to the academic development of each individual member of your team. While completing this step and preparing for the next step you can ask yourself the following questions:

* How well does our course perform? What can the individual member do to enhance that?
* What are the University’s strategic priorities at this point, and how can the individual member contribute to that?
* What objectives or performance indicators do we have to achieve as a team, and what training would be required for that?

Your notes and your reflection in this section do not need to be shared with the staff member, however, they should be used to inform your discussion with the staff during the second step of the process. It is important that these are used to support staff to understand their role in the success of the team and how that links with their academic development.

You can use the template provided or create your own.

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| **Step 1: Individual Reflection for Managers**  Reflect on the departments’ needs, as well as the individual’s needs and aspirations and how those align with the university priorities. Consider relevant APD opportunities by referring to the APD programme and recommended APD pathways available for different roles. |
| **Theme 1: Inclusive Practice and Self- and others’ wellbeing** |
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| **Theme 2: Learning Design** |
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| **Theme 3: Teaching Practice** |
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| **Theme 4: Assessment and Feedback Practices** |
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| **Theme 5: Sharing Practice and Scholarship of Teaching and Learning** |
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| **Theme 6: Leadership and Management in HE** |
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