## Activity 5.1 My action plan

*We suggest spending around 30 minutes on this activity.*

For this activity you need to think about the five criteria for the Carer Positive kitemark, where you/your organisation are trying to get to, and within what timescale. As a reminder, here are the five criteria again:

1. Identification of carers
2. Policy
3. Workplace support
4. Communication, awareness raising and training
5. Peer support

Think carefully about what you need to do to get there, starting from ‘now’ and where you are now. Take a moment to think back over the activities you have done and what you have learned from this course.

You may have several goals in mind: these might be for you as a line manager, or wider goals for the organisation. Some may be quite specific and achievable within a short timescale; others may be broader in scope, longer term and perhaps more complex. Think in terms of bite-size chunks or stepping stones. Thinking about a series of small steps makes it easier to identify and plan what a next step might be.

Remember, there is a lot of information and advice available from the websites listed in the Resources section of this course.

Now complete the template for your action plan (it is on the next page of this document).

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| **My long-term goal** |
|  |
| **Carer Positive criteria** | **What I am going to do** | **Where I will go for help or advice** | **When I will do this** |
| **Identification of carers:** |  |  |  |
| **Policy:** |  |  |  |
| **Workplace support:** |  |  |  |
| **Communication, awareness raising and training:** |  |  |  |
| **Peer support:** |  |  |  |
| **The first step I am going to take will be to…** |
|  |