Use this action plan to record your initial thoughts about the steps you would like to take following the course.

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| **Action to be taken** | **Ask the question**  **‘who needs to be involved with this decision?’** | **What could be the impact of this action?** | **What steps would I need to take to achieve this action?** | **Who could help me?**  **Who would I engage with Internal/External** | **Notes & Comments** |
| Example:  Have you asked volunteers if they are ready to return | Line manager, board, committee? | Volunteers could return to early affecting their health & safety | Communicate with each volunteer |  |  |
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