

## HEInnovate: My commitment to action

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HEInnovate workshops are designed in order to help HEIs identify their strengths and weaknesses and priorities actions for the future. At the end of the workshop, documenting actions is a useful way of reminding participants of the outcomes of the workshop.

This sheet allows participants to write down their intended actions, ones which are specific to their own objectives and responsibilities, and set within their own sphere of influence.

Please use as many action sheets as you need.

<b>Issue identified:</b>
<b>Action:</b>
<b>Intended outcome:</b>
<b>Responsible / Lead:</b>
<b>Who else needs to be involved?</b>
<b>Proposed timescale for action / outcome:</b>
<b>How will progress/ achievement be measured?</b>