

Roundtable on Mentorship, Well-being, and Professional Development

Empowering Senior Higher Education Leaders in
Developing an Equitable Research Ecosystem: A
Workshop

Action Plan Guide

Tuesday, April 30, 2024

Instructions

The purpose of this Action Plan Guide is to help you develop clear, concrete steps to enact changes that holistically support graduate students, postdoctoral researchers, faculty, and others in the academic ecosystem. Take notes from the three breakout sessions, lightning talks, and presentations, and use these insights to inform your individualized action plan.

BREAKOUT #1 - Finding Your Moment: Identifying and Addressing Challenges & Barriers

- 1) What topic will you focus on as you work through your action plan? Why did you select this topic?
- 2) What are the specific ways that addressing this topic will advance the mission of your organization?

3) What are the SMART goals that you need to successfully address this topic?
(SMART= Specific, Measurable, Achievable, Relevant, Time-bound)

4) What are the barriers that could prevent you from achieving your goals? Do you have ideas or strategies that will help to overcome those barriers?

Opening Remarks: What specific elements from the opening remarks can you use to inform your action plan?

BREAKOUT #2 - Developing Your Strategy: Determining Approaches and Identifying Collaborators to hat Can Support Your Action Plan

- 1) What are specific tools and frameworks you can use in your action plan?

2) How did you select these tools and frameworks? How are these approaches aligned with your goals and desired outcomes?

3) Who are the key stakeholders and partners you need to engage to successfully enact your action plan? Consider stakeholders and partners both inside and outside of your institution or organization.

- 4) How will these stakeholders and partners specifically advance your action plan?
Reflect on the concrete ways that you will collaborate with these partners.

Lightning Talks and Keynote Presentations: What specific elements from these presentations can you use to inform your action plan?

BREAKOUT #3 - Taking Action: Finalizing Your Plan

- 1) What is the first step of your plan that you will take once you get back to your institution?
- 2) What is the timeline for your action plan? How will you track progress and effectiveness (milestones, metrics, etc.)?

3) What are the consequences of not achieving your plan?

4) What resources (e.g. financial, time) are required to successfully accomplish your plan? Who are the colleagues to best help you accomplish your goals?

- 5) What will success look like? How will you know that you have accomplished your goals?

Lightning Talks: What specific elements from these talks can be implemented into your action plan?