# SIGNPOSTING AND SUPPORT EMBEDDING ACTION PLAN

## **EMBEDDING STEPS**

There are several steps to consider in turning a short-term improvement into a sustainable change.

|  |  |
| --- | --- |
| **SIGNPOSTING AND SUPPORT EMBEDDING IDEAS** | |
| **Review potential business support** | Commit to continually reviewing the potential business support available and contacting the relevant provider – set a quarterly calendar reminder or google alerts as funding and support regularly changes. |
| **Revisit the diagnostic tool** | Revisit the diagnostic tool used in Section 3 – Analysis in this course to assess the correct form of support to undertake as your business grows and offers new products. |
| **Expand your business support options** | Once you’ve received one form of business support additional schemes and programmes will still be available – you don’t need to limit yourself to just one. |

## **INSTRUCTIONS**

Use this documentto build an **Embedding Action Plan** for **Signposting and Support**.

Additionally, you can use this as a template to take notes on what you’ve learned or record your thoughts about how the topic impacts your business.

|  |  |
| --- | --- |
| **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_** | **Topic:** |
| **How often will you review this topic / your approach?** |  |
| **Where will you get new information from?** |  |
| **What other support do you need to access?** |  |
| **Other notes and ideas:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Action Reference | Action | Who is responsible for implementing the action? | What is the planned deadline for the action? | How will you measure the success of this action? |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |