# SIGNPOSTING AND SUPPORT IMPROVEMENT ACTION PLAN

## **IMPROVEMENT IDEAS**

Here are **four improvement ideas** for **Signposting and Support**.

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| **SIGNPOSTING IMPROVEMENT IDEAS**  |
| **Newsletters** | Sign up to free newsletters offered by business support providers to ensure you hear about new programmes and schemes as they become available. |
| **Use your network** | Ask your business network what support they have received and how it helped them. |
| **Funding Opportunities** | If the timing is right for your business, and you fit the eligibility criteria, take advantage of schemes while the funding is available (most programmes have specific end dates). |
| **LinkedIn** | Identify business support advisors and follow them on LinkedIn, they often share new programme and recruitment details when they become available. |

**CREATING AN IMPROVEMENT ACTION PLAN**

## You can decide which priorities you want to capture with an *improvement action plan* that will ensure that you:

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| **Self-Reflect** | identify your progress and measures of success that contribute towards your main objectives |
| **Clarify** | clarify your main objectives and identify what change is required |
| **Identify** | identify your progress and measures of success that contribute towards your main objectives |

These priorities could be one action against each of the *Improvement* suggestions above or multiple actions against one or two suggestions. If the topic so far has sparked some different ideas of your own, feel free to include these actions as well or instead of the ones we have suggested.

**INSTRUCTIONS**

Use this documentto build an **Improvement Action Plan** comprising **your top 3 priorities** for **Signposting.**

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| **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Priority Action 1:**  |
| **Which of the Improvement Suggestions are you going to explore? (Or other ideas.)** |  |
| **What are you going to do on it…**  |  |
| **today?** |  |
| **tomorrow?** |  |
| **later this week?** |  |
| **next week?** |  |

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| **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Priority Action 2:** |
| **Which of the Improvement Suggestions are you going to explore? (Or other ideas.)** |  |
| **What are you going to do on it…**  |  |
| **today?** |  |
| **tomorrow?** |  |
| **later this week?** |  |
| **next week?** |  |

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| **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Priority Action 3:** |
| **Which of the Improvement Suggestions are you going to explore? (Or other ideas.)** |  |
| **What are you going to do on it…**  |  |
| **today?** |  |
| **tomorrow?** |  |
| **later this week?** |  |
| **next week?** |  |