**Activity Planning**

To complete the Leadership Academy, you must be able to evidence that you have taken part in or completed two voluntary activity.

As part of the Leadership Academy programme, in order to receive accreditation, you will need to hold a position of responsibility or be responsible for two projects or activities which you will use to demonstrate the competencies which you have gained during your development.

This is additional guidance to help you with this. If you are unsure if the activity you are running, will count towards the award please email [suactivitiesteam@city.ac.uk](mailto:suactivitiesteam@city.ac.uk)

***‘I will survey’ instead write…***

I will run a survey and then use this to feedback to Student Experience Committees and other relevant committees so students are having a voice. I will do this within a set timeframe of 01/01/2000-01/03/2000. The KPIs will be \_\_\_\_ and the goals will be \_\_\_\_\_\_

***‘I will inspire friends’ instead write…***

I will work with my course mates to encourage and motivate them by doing XYZ to promote student wellbeing. I will measure the success of my project through \_\_\_\_\_\_\_\_.

***‘I will help people revise and share notes’ instead write…***

I will work with students to provide opportunities for peer-peer mentoring and development; this will need clear guidelines around it due to plagiarism etc. I will run a revision session and this is the session plan and the goals.

***‘I have a role as a XYZ’ instead write…***

I have a role as XYZ, I will use this position to run ABC activities which will develop my skills such as \_\_\_\_\_\_\_. This will also benefit other students and the goals of this activity are \_\_\_\_\_\_\_\_.

***‘I am learning or developing XYZ skill’ instead write…***

I am developing XYZ skill so I am able to run ABC activities which will develop my skills such as \_\_\_\_\_\_ and also other students because \_\_\_\_\_\_.

***‘I will get academics to run additional lectures/training/review modules’ instead write…***

Be cautious because firstly, you need to be realistic, module choices and such go through various university boards. The SU can support lobbying but it is difficult to change this in one year.

Similarly, lecturers are on strike and action short of a strike and therefore are unlikely to engage in additional work or voluntary action.