

What, How, Impact Planner

Step Into Leadership | Victorian Association of State Secondary Principals

This planner helps you articulate the substance and quality of your work as an educational leader, as well as its effect on students, staff, and the school community. Use it to plan interview responses, build your portfolio evidence, or prepare for a performance review.

One planner = one leadership example. Aim for 3-5 strong examples across different domains.

WHAT did I do?	HOW did I do it?	IMPACT What was the result?
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My Leadership Example

Role / Position applying for	Leadership domain or capability area
<i>e.g. Leading Teacher, Learning Specialist</i>	<i>e.g. Curriculum leadership, Instructional coaching, Wellbeing</i>

WHAT What did I do?
Describe the initiative, task, or responsibility <i>What was the work? Be specific about your role. Avoid vague claims like 'I supported teachers'; instead describe the precise activity, programme, or responsibility you led or contributed to.</i>
What frameworks or standards informed your approach? <i>Reference relevant evidence-based approaches: e.g. FISO 2.0, VTLM 2.0, HITS, Victorian Curriculum, AIP priorities, DET policy.</i>
HOW How did I do it?
What specific strategies, processes, or methods did you use?

Describe the HOW in detail. What instructional, coaching, or collaborative strategies did you employ? What decisions did you make and why? What made your approach deliberate and informed?

How did you work with and through others?

Describe how you engaged colleagues, students, families, or community. How did you build trust, communicate, or manage change? What leadership skills did you draw on?

What challenges or obstacles did you navigate?

What did not go as planned? How did you adapt, problem-solve, or seek support? Showing responsiveness is a sign of strong leadership.

IMPACT | What was the impact?

What changed as a result?

Describe the outcomes for students, staff, or the school. What evidence do you have? Think: student learning data, teacher practice observations, survey results, attendance, engagement, culture shifts.

Who benefited, and how?

Be specific about the group affected: a class, year level, faculty, or whole school. Quantify where possible (e.g. 'across 12 teachers in the faculty', 'improvement in NAPLAN reading cohort results').

What did you learn, and how has it shaped your practice?

Reflection is evidence of professional maturity. What would you do differently? What will you carry into your next leadership role?

Supporting Evidence (optional)

Evidence type	Location / file name	Notes