

Supportive Spaces Action Planning Template

A practical tool for identifying priorities, planning improvements, and tracking progress

Use this template to translate observations, audit findings, or feedback into actionable steps toward more sustainable, supportive, and inclusive spaces. Consider both short-term improvements and longer-term opportunities for change.

1. Identify the Space, Issue, or Opportunity

What space-related issue, barrier, or opportunity has been identified?

Space, issue, or opportunity identified:

Primary concerns or barriers identified:

Which area(s) are affected?

- ☐ Academic learning spaces
- ☐ Clinical environments
- ☐ Research spaces
- ☐ Administrative/workspaces
- ☐ Shared community spaces
- ☐ Virtual or hybrid environments
- ☐ Other: _____

Which group(s) are affected?

- ☐ Learners and trainees
- ☐ Faculty and clinical educators
- ☐ Staff and operational teams
- ☐ Researchers and scientists
- ☐ Patients or community members
- ☐ Other: _____

2. Identify Relevant Key Components

Which key component(s) does this issue relate to? Check all that apply.

- ☐ Accessibility and Universal Design
- ☐ Inclusion, Belonging, and Cultural Safety
- ☐ Health, Wellbeing, and Restoration
- ☐ Physical and Psychological Safety
- ☐ Supportive Learning, Clinical, and Organizational Cultures
- ☐ Sustainable and Adaptable Environments

What impact is this issue having on wellbeing, accessibility, inclusion, safety, learning, or work experiences?

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3. Prioritize Opportunities for Change

What changes could improve this space?

Quick wins (small changes that can be implemented soon):

Longer-term improvements (requiring planning, funding, or partnerships):

Priority level: ☐ High ☐ Medium ☐ Low

4. Identify Partners and Responsibilities

Who should be involved in planning or implementing these changes?

- ☐ Senior leadership
- ☐ Operational leaders or facilities teams
- ☐ Faculty or clinical educators
- ☐ Learners or trainees
- ☐ Researchers or staff
- ☐ Accessibility, EDIA, or wellbeing partners
- ☐ Community or patient partners
- ☐ Other: _____

Lead person, team, or department:

5. Plan for Action

Action	Lead	Timeline	Status
_____	_____	_____	☐
_____	_____	_____	☐
_____	_____	_____	☐

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6. Evaluate and Sustain Progress

How will progress or impact be evaluated?

- ☐ User feedback
- ☐ Utilization/participation data
- ☐ Accessibility improvements
- ☐ Reduced barriers or complaints
- ☐ Improved wellbeing indicators
- ☐ Environmental / sustainability improvements
- ☐ Other: _____

Indicators of Success:

How will progress be reviewed and sustained over time?

7. Reflection

What is one action you can take right now to create a more supportive space?

Small, intentional improvements can create meaningful change. Not every supportive space initiative requires major renovation or significant funding. Incremental progress, ongoing feedback, and shared accountability help create healthier environments over time.