

Action-Planning Worksheet

Use this worksheet to establish an action plan that is agreeable to both you and the person you are coaching. It is critical to include specific measures of success and a target review date for any actions to be completed.

Action plan for:

Statement of the performance problem or skill gap:

Desired outcome of the action plan:

Action(s) to Be Taken	Measure(s) of Success	Review By	Coach's Role
<i>Employee will refrain from interrupting colleagues during staff meetings.</i>	<ul style="list-style-type: none"> - No interruptions observed during two successive meetings. - No complaints from other staff members. 	<i>12/15</i>	<i>Coach will comment on progress after each meeting.</i>
<i>Employee will take more time to explore client's needs before matching potential products to those needs.</i>	<ul style="list-style-type: none"> - Number of questions asked to identify needs. - Needs clarified prior to offering potential solution. 	<i>After two more joint client meetings</i>	<i>Coach will explain the company's strategy of market-driven product development.</i>