



## Coaching Job Skills: Action Plan Worksheet Instructions

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As you conclude this workshop and prepare to return to work, think about a specific person or situation you need to address. Using the questions below, apply the skills you just learned in your job-specific skill application. Make this a proactive approach rather than a reactive approach. Always put a time line for the initial action and the follow-up. The Action Plan Worksheet can also be used to show your manager how you are applying the skills on your job. The following Action Plan Worksheet will provide you even more details in developing your plan.

### Action Plan Worksheet Directions

**Section 1** – Describe your objective. The objective statement should contain a concise description of the end result required.

**Section 2** – Describe how you will observe the team member's performance. What techniques will you use to gather performance data, and what standards will you apply when you measure performance?

**Section 3** – Describe areas of performance that need improvement. Be specific about methods, dates, times, places, individuals involved, etc.

**Section 4** – Explain the overall approach to the task and the end results desired.

**Section 5** – Break the task into step-by-step procedures and list them in the order in which they should be performed. Be careful not to overlook any steps that might be automatic to you but not to the team member.

**Section 6** – List the questions you plan to ask the team member to test his/her understanding. Each question should test the team member's understanding of a skill or principle you demonstrated.

**Section 7** – Describe the coaching methods you plan to use with the team member, for example, demonstration, practice, visual aids, workbooks, etc.

**Section 8** – Be prepared to schedule a review. Have a few dates you know you are available ready prior to the meeting.