

Action Plan Template

The goal of a coaching discussion is reaching agreement on an action plan. Once you have discussed your direct report's behavior, and its impact on the group and its goals, you can discuss the specific changes or new behavior that is needed. Be sure to solicit input from your direct report: the action plan must be something to which he or she feels commitment.

Use the table below to sketch out your action plan. For each specific action you list, determine how you will measure success and the date by which you will review progress. Being as specific as possible will help ensure the greatest possible success.

Action to Be Taken	Measure(s) of Success	Review

When you've agreed on the action plan, enter the items on the **Follow-Up Worksheet** (another tool in this program) to plan for your follow-up meeting(s).

SOURCE: Harvard Business School Publishing, *Coaching*. The Interactive Manager Series. CD-ROM. Boston: Harvard Business School Publishing, 1997.