

COACHING PLAN

Use this worksheet at the first meeting to construct a roadmap for the whole coaching process. You may fill it out together when coaching begins (during or after the first meeting) and revise it periodically as needed. Make sure both of you have a copy of this document to refer to going forward. Consider using the plan as the basis for your follow-up meeting agendas.

GOALS	ACTION STEPS	MEASURES OF SUCCESS	RESOURCES NEEDED	FOLLOW-UP
What skills or competencies do I want to develop?	What do I need to do to develop in these areas?	What will be the impact—on myself, on my colleagues, and on my results—if I am successful?	What resources do I need to be successful?	What follow-up from my manager will help support my progress?