

COACHING ACTION PLAN

Name:

Date:

Position:

Coaching Goal 1:

Action #1

Deliverable

Action #2

Deliverable

Action #3

Deliverable

Coaching Goal 2:

Action

Deliverable

Terms and Conditions of Coaching Plan

This coaching plan will be adapted to meet the requirements of five 1-hour sessions. If one of the deliverables requires more than one coaching session, there is a risk that not all coaching goals may be fulfilled, and the plan can be revised with input from the Coach and the Coaching Candidate.

Dates for coaching sessions will be set by the Candidate and based on the amount of time s/he foresees it will take to execute and complete the deliverable agreed upon to meet the action stipulated in the coaching plan.

Coaching sessions will only be conducted upon the receipt and review of the deliverables agreed upon by the coach. All deliverables are required to be submitted 48 hours before the agreed upon coaching session to enable the coach to review and prepare for the scheduled coaching session. If a coaching session date is set, and the deliverable is not received by the coach 48 hours before the scheduled coaching session, the coaching session will be rescheduled.

The coaching candidate can contact the coach via e-mail if there are any questions or concerns as many times as needed between coaching sessions.

All efforts will be made by the coach to ensure that this is an interactive, reflective learning journey for the coaching candidate.

In signing this form, I agree to the coaching plan and the terms and conditions to the coaching protocol.

Coaching Candidate

Date

Coach

Date

Proposed date and time for next Coaching Session

Date:

Time:
