

Coaching Action Plan

The specific area of development will be determined between the participant and coach at the first meeting and will be agreed within a coaching action plan which will set SMART targets (Specific, Measurable, Achievable, Realistic, Timely) for the participant.

The specific area for development will depend on the individual needs, but may include the following:

- *Coaching for skills* helps the participant learn specific skills, abilities and perspectives over a period of several weeks or months. The skills to be learned are usually clear at the outset and are typically related to skills associated with the participant assuming new or different responsibilities.
- *Coaching for performance* focuses on the participant's effectiveness in his or her current position. Frequently it involves coaching for one or more management or leadership competencies, such as communicating vision, team building or delegation.
- *Coaching for development* refers to coaching interventions that explore and enhance the participant's competencies and characteristics required for a future job or role. It can be associated with outplacements, restructuring and reengineering in the organisation.

Specific Area for Development				
Skill Area or Focus	SMART Target	Tasks/Strategies to achieve target	Date Reviewed	Description of my progress towards achieving this goal
				0% 50% 100%