**Coaching Plan Template**

**INSTRUCTIONS**

**Read and delete this section before sharing the document.**This coaching plan template is designed to help the employee achieve key objectives to support their career growth. Use this template to plan the action steps needed to achieve their objectives, determine the resources and support they need, and record feedback from their coach. Both the employee and their coach should further map out the coaching plan by deciding on the deadline and success metrics of each objective, as well as which actions each party will be responsible for.

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| **Employee name** |  | **Coach name** |  |
| **Job title** |  | **Job title** |  |
| **Department** |  | **Department** |  |

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| **Key objectives**  *List the main goals and objectives to be achieved through the coaching process.* | |
| Key objective 1 |  |
| Key objective 2 |  |
| Key objective 3 |  |
| Key objective 4 |  |

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| --- | --- |
| **Action steps**  *Break down objectives into practical, manageable tasks/activities.* | |
| Action steps (Key objective 1) |  |
|  |
|  |
| Action steps (Key objective 2) |  |
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| Action steps (Key objective 3) |  |
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| Action steps (Key objective 4) |  |
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| **Timeline**  *Establish a deadline for each action step and its overall objective.* | |
| Timeline for action steps (Key objective 1) |  |
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| Timeline for action steps (Key objective 2) |  |
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| Timeline for action steps (Key objective 3) |  |
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| Timeline for action steps (Key objective 4) |  |
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| **Responsibilities**  *List the responsible party for each action step (coach or employee); include required support and resources.* | |
| Action steps (Key objective 1) | [Name of responsible party + required support/resources] |
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| Action steps (Key objective 2) | [Name of responsible party + required support/resources] |
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|  |
| Action steps (Key objective 3) | [Name of responsible party + required support/resources] |
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|  |
| Action steps (Key objective 4) | [Name of responsible party + required support/resources] |
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| **Success metrics**  *Identify quantifiable indicators to measure progress and outcomes.* | |
| Key objective 1 | [Success metrics/indicators] |
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|  |
| Key objective 2 | [Success metrics/indicators] |
|  |
|  |
| Key objective 3 | [Success metrics/indicators] |
|  |
|  |
| Key objective 4 | [Success metrics/indicators] |
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| **Feedback**  *Schedule regular check-ins to provide feedback, monitor progress, address challenges, and revise.* | |
| After two weeks | [Feedback from coach] |
| After four weeks | [Feedback from coach] |
| After six weeks | [Feedback from coach] |



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