GUIDANCE:

As part of an effective Performance Management and Development Program, providing Coaching and/or Mentoring to Employees will help them to:

- identify *Areas for Development* which are related to their job function, behavioural traits, technical/soft skills, or their readiness for career development;
- identify *Strengths* upon which they can capitalise and improve their value to the organisation, or their advancement within the business;
- establish *Career Pathways*; and
- unlock *Learning Opportunities* for their professional development.

This Action Plan has been developed to capture the actions which are the output from Coaching/Mentoring sessions, in order to:

- ensure the actions are undertaken;
- ensure the actions are S.M.A.R.T.; and
- measure their success.

In addition to a Coaching/Mentoring session, please consider implementing Action Plans to track Learning & Development outcomes, e.g. post-Leadership Development and HIPO Programs. Please feel free to adapt as required.

Need support?

We can develop end-to-end Development Programs and a variety of people solutions to suit your organisation and business needs. At Yasmin Sethi Consulting, we partner with you to develop business solutions which are relevant and add significant value to your organisation. If you would like to find out more about the frameworks referred to in this document, reach out to us.

Contact us today: ysethi@yasminsethi.com
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To develop skills, behaviour or knowledge, an Action Plan should be implemented to ensure agreement is made between stakeholders on what needs to be achieved, by when, and how its success will be measured. Gaining buy-in is crucial to success.

Discuss and agree Actions required to improve performance or promote professional growth. Actions should be limited to 3-5 maximum.

ITEM	ACTION REQUIRED	METHOD	RESOURCES REQUIRED	MEASUREMENT	DEADLINE
1	*Example: Improve communication and presentation skills*	*Conduct fortnightly team briefing sessions:* • *Project update, or* • *Presentation on agreed topics (e.g. Agile development; Performance Management)*	• *2 hours per fortnight for preparation* • *1 hour per fortnight for presentation*	• *Review success with Mentor (monthly)* • *Post-briefing feedback surveys*	• *1st briefing: 1 Oct 2020* • *6 briefings in total, to be completed by 30 Nov 2020*
2					
3					
4					
5					

Employee Name: _____

Employee Signature: _____

Date Agreed: _____

Coach/Manager Name: _____

Coach/Manager Signature: _____

Date of Next Review: _____