**Training Action Plan**

An Action Plan integrates the knowledge, skills, tools and strategies gained during a training session into a prioritized plan of action designed to achieve an individual’s goals. An Action Plan is created by breaking learnings into small, achievable steps and then identifying the actions for each step, and the timeframe for completion.

**Action Plan Example #2**

1. List two actions will you take to improve your effectiveness in setting expectations with staff.

Action Timeframe

1. List two actions you will take to improve your effectiveness in monitoring performance through feedback and coaching.

Action Timeframe

List two actions you will take to improve your effectiveness in evaluating performance and/or conducting appraisals.

Action Timeframe

**Action Plan Example #1**

1. I need to improve my interviewing skills in the following areas:
2. I plan on doing this through taking the following action steps when I return to work:

|  |  |
| --- | --- |
| Action Steps | Timing |
|  |  |