

## Client Coaching Plan

<b>Name</b>	<b>Date</b>		
<b>Title</b>	<b>Location</b>		
<b>Career/Life Aspiration</b> [Time horizon is more than one year and as many as five to ten years from now]			
<b>Current Challenge(s)</b> [Time horizon is right now]			
<b>Themes:</b> [Time horizon is right now and how themes align with current challenges and career/life aspiration.] <b>List 1-3 key areas of strengths</b> 1. 2. 3. <b>List 1-3 areas of development</b> 1. 2. 3.			
<b>Organizational Goals</b> (as applicable – next twelve months) – <b>Intended Impact through Development</b> <b>- Add to the list what is relevant for the role of the person being developed</b>			
<b>Support – Tangible actions by the direct manager</b> (Examples: access to projects, workload adjustment to take on a development project, freedom to take greater risk for learning, feedback, regular meetings to review progress, etc.)			
<b>Development Opportunity</b>	<b>Action Plans</b>	<b>Measurable Outcomes</b>	<b>Completion Timeframe</b>
A specific focus on a) behavioral development, in b) a specific context, so that c) a specific outcome is achieved.	Activities identified – skill building, reading, research, meeting with colleagues, creating compelling communication, writing, leading a project, mindset shift, reflection activity, restore a relationship, etc. that begin the steps for fulfilling the goal.	Observable evidence that progress toward and achievement of action plans and then ultimately the development goal is occurring. Including 1 or more outcomes that the direct manager would like to see is preferable.	Month/Year for each Action Plan item and/or success measures as you choose
<b>Goal #1:</b>			
<b>Goal #2:</b>			