



Plan Goal

The purpose of this Coaching Plan is to **establish clear communication** relating to job duties and expectations. The goal is to create an opportunity for employees and supervisors to **collaborate on a plan to develop and successfully achieve** assigned competencies.



Action Plan

JOB FUNCTION Identify the specific skill, tasks, or competency that needs to be enhanced	GROWTH OPPORTUNITY Provide specific observations of the skill, tasks, or competency	PATHWAY TO SUCCESS Describe what actions are required to strengthen the skill, tasks, or competency	MILESTONE DATE Identify the target date(s)	PROGRESS UPDATES Document all supportive meetings and follow-ups
Example: <i>Data entry - Accuracy & Attention to Detail</i>	<i>Current accuracy rate is 85%. Specifically related to typos, duplicate entries, and missing information.</i>	<i>Team goal is 98% accuracy rate. Managing distractions and self-auditing practices. Refer to rubric definition.</i>	April 16, 2026	3/10/26 - accuracy has improved to 90%



Related Trainings *(optional)*

THINGS TO CONSIDER:	LIST TRAININGS HERE:	TARGET COMPLETION DATE:
Utilize tools to identify trainings; i.e SABA or external resources		
Review industry standards or practice		



Signatures

Signature of Coaching Plan acknowledges the plan has been discussed and advanced by both the employee and supervisor to assist an employee together meet or exceed expectations.

DATE	PRINTED NAME / TITLE	SIGNATURE