**ACTION PLAN TEMPLATE for IMPLEMENTING TRAINING**

***Purpose:*** To create a template to help implement a training program.

***Directions:*** 1. Using this form as a template, develop a plan for each goal identified through the needs assessment process.

2. Modify the form as needed to fit your unique context.

3. Print a copy and keep it visible in your office or home as you work.

4. Ask a colleague for their input as you begin your journey.

**Goal:**

**Outcome:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Action Steps**  *What Will Be Done?* | **Leader**  *Who Will Do It?* | **Timeline**  *By When? (Day/Month)* | **Resources**   1. *Resources Available* 2. *Resources Needed (financial, human, political & other)* | **Potential Barriers**   1. *What or Who might hold me back?* 2. *How?* | **Communications Plan**  *Who is involved?*  *What methods?*  *How often?* |
| **1:** |  |  | **A.**  **B.** | **A.**  **B.** |  |
| **2:** |  |  | **A.**  **B.** | **A.**  **B.** |  |
| **3:** |  |  | **A.**  **B.** | **A.**  **B.** |  |
| **4:** |  |  | **A.**  **B.** | **A.**  **B.** |  |
| **5:** |  |  | **A.**  **B.** | **A.**  **B.** |  |

**Marking Progress** *(How will you know that you are making progress? What are your milestones?)*