



## Action Plan

The final step in the evaluation involves the Evaluator discussing with you and producing an action plan for ongoing professional development. The action planning should assist you in establishing short-term and long-term goals as well as the sequence of activities to accomplish such goals. The Action Plan will be developed at the conclusion of the Debrief discussion.

In the event that minimum standards for certification were not met, the Action Plan must clearly outline which aspects of performance need to be improved, and the steps you must use to demonstrate competence.

The basic action plan has three sections:

**Needs Improvement** – For outcomes or criteria that were below standard, the final evaluation will indicate where you need to improve. Here, the Evaluator should identify what you need to do to complete a successful evaluation of a particular outcome. This may involve a re-submission or a re-observation.

**Meets Expectations** – In this section, the Evaluator notes outcomes for which you met the standards. The Evaluator may also identify professional development opportunities that, in his or her opinion, will help you become even more effective in specific coaching areas.

**Exceeds Expectations** – For outcomes where you have performed exceptionally well, the Evaluator should identify opportunities to move to a more expert level. This may involve further training or specific experiences.

To assist in developing an appropriate action plan, the Evaluator may use any of the elements of information included in the evaluation tools or certification standards.