



Coaching Action Plan & Final Check-In

The following document is developed by the coaching participant in partnership with his or her coach, and serves as a roadmap for the coaching engagement. The sharing of this plan with any other individual (e.g. the boss) is usually optional at the discretion of the participant, within the requirements of the organization's coaching program.

| Participant | Coach | Date Updated |
|-------------|-------|--------------|
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Coaching Goal(s) (including completion dates and/or timeframe)

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What will be different?

Behavior From:

To:

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What will be the return to the Agency and/or my organization?

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What will I gain by achieving my goal?

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What might be the potential barriers or obstacles?

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How will I work with my coach?

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How will my manager help?

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NASA Training and Leadership Development



Final Check-In

As a coaching engagement comes to a close, a final check-in provides an opportunity for participant and coach to document their accomplishments throughout the coaching engagement, and establish a going-forward plan for the participant that will help sustain their development.

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| Check-In Date | <input type="text"/> |
|---------------|----------------------|

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| Progress Toward Goal(s) |
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| What has been the return to the Agency and/or my organization? |
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| Manager Feedback (and that of other Key Stakeholders, if relevant) |
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| Steps to sustain development |
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