

My Action Plan

John Doe



Overall Goal: Develop skills to motivate others and confront problems when necessary

Date Added	Objective	Action Item	Resource / Person	Milestone / Target Date	Date Completed
8/7/2008 12:42:16 PM	Learn how to respectfully confront my peers and co-workers.	Call HR Representative to determine available courses.	Human Resources	08/13/2008	
8/7/2008 12:55:23 PM	Learn how to respectfully confront my peers and co-workers	Complete class identified by the conversation with HR Representative.	Human Resources - Edge Training Systems	10/01/2008	
8/7/2008 12:56:52 PM	Gather a better understanding on what motivates me and what the motivating environment of others may be.	Schedule and complete a course on self-awareness.	Human Resources	09/08/2008	
8/7/2008 1:02:01 PM	Identify what motivational techniques work best for me.	Record one tip or technique per week and utilize that tip or technique.	Co-workers	09/08/2008	
8/7/2008 1:05:08 PM	Ensure that my development plan align with the expectations of my manager.	Meet with manager to discuss my action plan and any additional objectives needed.	My Manager	08/13/2008	
8/7/2008 1:07:19 PM	Obtain feedback on how my behavior changes are working.	Utilize network of 3 persons that will give me honest feedback on "how I am doing" and record / implement suggestions.	Bill, Sally, Sam	10/15/2008	