

Action Plan Support Programme™

On-Going

Welcome to your Action Plan Support Programme™ (APSP™)

The training you undertook at Catalyst is going to be most effective if you start implementing your new knowledge and skills immediately back at your workplace. APSP™ will give you support and guidance while you go through this development.

Your personal coach will assist you in setting targets and following them up, and potentially providing any additional information you may need to successfully use your new tools.

You will receive a .zip file of all the documentation required for APSP™. You are responsible for emailing the completed documentation for each session to your Coach before the start of that session. Your Coach will call you at the pre-arranged time for your coaching session, adapt your documentation to reflect the outcomes of the coaching session, and email it back to you to implement in the following weeks. The outline below tells you what you can expect from APSP™:

Step One	Three days after you finish your Catalyst course, you will submit a completed Action Plan to your Coach.
Step Two	Your first telephone coaching session will happen one week after your Action Plan has been submitted. Previous to this session, complete the first page only of the document entitled “ Session One: Goal Setting. ” Email this to your Coach who will call you at the pre-arranged time to discuss your first post-course week as based on your reflections on the form. During this session, you and your coach will determine your first set of objectives and complete the second page of the document.
Step Three	Your second coaching session will take place four weeks after your first. Prior to this session, complete the “ Goal ” and “ Progress ” sections of the Session Two form – one for each of the goals you set in the previous session. Email this to your coach. During your second session, you will discuss the progress made towards your goals as well as identify any real or potential obstacles and consider any potential new goals.
Step Four	Your third coaching session will take place four weeks after your second session. It will follow the same format as your second (checking progress towards goals, identifying obstacles, setting new goals), so the above instructions apply.
Step Five	Your fourth and final session will again take place four weeks after your third. Complete the Session Four paperwork and email it to your coach prior to the session. Your fourth session will check your progress towards goals and look at what you can do in future to continue setting and achieving goals on your own.
