Coaching Action Plan: For every facility you conduct coaching, make an action plan with the team to facilitate learning and follow through. Complete the following table with the action points.

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| **Goal** | **Action** | **Target Date** | **Status** |
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**Follow up date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone Check-in Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**