**Coaching Plan Template**

1. Sponsorship message and invitation to the program (CM Team)
2. Preparing manager and supervisors for change (CM Team)
   1. Understanding changes underway and your role
   2. Adapting to change happening to you
   3. Developing competencies for managing change
      1. Managers and supervisors training agenda
      2. Schedule for delivery of supervisor change management program
3. Leading employees through change (Managers and Supervisors)
   1. Introducing change to your employees
   2. Managing employees through the transition – Group coaching
      1. Group coaching activities (from supervisors)
      2. Group activity
      3. Delivery date
      4. Key objectives and goals
      5. Audience
      6. Group coaching agenda
   3. Managing employees through the transition - Individual coaching
      1. ADKAR® profile for each individual in group

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| **Employee** | **A** | **D** | **K** | **A** | **R** | **Notes/actions** |
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* + 1. Individual action plan

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| **Employee** | **ADKAR profile:** | **Actions to take:** | **Follow up:** |
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1. Follow-up schedule with supervisors and managers
   1. Providing support and follow-up
   2. Collecting performance data for the project