



# Action Planning Template

When receiving capacity building supports, your assigned Capacity Building Specialist will develop an Action Plan to share with you during a brief meeting following site visits. Once you reviewed the plan, use the template below to assist with implementing the plan for your organization. Use this as a static document that just shares the plan or a live document where status updates can be tracked with your team.

For example, the chart below is a snippet of the Action Plan given to providers. The table following that shows how an internal plan can be developed.

Summarized Provider Action Plan				
Key Activity/Milestone	Resources/Tools Provided	Target Audience	Timeline	Outcome
(1) Workforce Preparation	Virtual PD: <a href="#">Using the CLEAR Coaching Framework</a>	<input checked="" type="checkbox"/> Provider Leadership <input type="checkbox"/> Provider frontline staff <input type="checkbox"/> Both <input type="checkbox"/> Placement Sites Supervisors	Due: Prior to the start of School Year 2025/26 Programming	Goal: <i>By the beginning of School Year 2025 programming, leadership will develop a coaching plan document to support frontline staff.</i>  Measured by: <i>Interviews and/or surveys of frontline staff midway through Fall 2025 programming.</i>



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Key Activity & Resource/Tool	Staff to Complete	Capacity Building Timeline	Process for Completion	Updates/Notes
Workforce Preparation / Virtual PD: <a href="#">Using the CLEAR Coaching Framework</a>	Leadership: Jane B Joe Z Alex D	Prior to the start of School Year 2025/26 Programming (October 10, 2025)	Training completed and Feedback Forms submitted by: September 1, 2025  Coaching plan developed by: October 1, 2025  Interview or Survey to be shared mid November 2025	<ul style="list-style-type: none"><li>• Staff notified of training on 7/31/25</li><li>• Checked in with Foundations on 8/22 to check completion</li><li>• Emailed staff reminder on 8/25/25</li></ul>



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Below you can create your own internal Action Plan.

Key Activity & Resource/Tool	Staff to Complete	Capacity Building Timeline	Process for Completion	Updates/Notes