

### Coaching Plan SAMPLE

Change Management Coaching plan						
Current Date	Change Lead					
Key Area	Activity	Status	Start Date	Due Date	Finish Date	Responsible
Prepare Managers for Change						
Stakeholder Analysis	Complete/Distribute/Walkthrough/Signoff					
Communications and Engagement Plan	Document/Distribute/Walkthrough/Signoff					
Communications	Develop/Distribute/Signoff					
Coaching support						
Coaching Support	Identify coaches (Change Activators)					
Coaching Support	Explain manager as Coach role					
Coaching Support	Train coaches					
Coaching Support	Provide coach assistance					
Managers Coach employees through change						
Lead Employees through change	Managers as Coaches introduce/guide/support employees through change					
Coaching Follow Up Support						
Support Managers as Coaches	Provide follow up support					
Support Managers as Coaches	Collect performance data (survey)					
Support Managers as Coaches	Analyze performance data					
Support Managers as Coaches	Conduct coaching sessions					