

ACTION PLAN				
Learner: Mary Danso		Training Intervention: Family Planning/Counseling Update		Date: April 2001
My Support Team/Network		Supervisor: Mrs. Nyako		Trainer: Miss Zakari
Co-worker(s): Fatou Abudu (attended training with Mary), Doris Isa , Mercy Nunoo, Awa Koufi				
Specific Areas to Improve: (Think about distinct accomplishments and activities to be achieved.) I want to improve my ability to provide appropriate counseling about FP methods				
Problems to Overcome: (Describe the barriers that must be eliminated or reduced and how this will be done.) Don't have a setting for confidential conversations - identify and discuss possible options with clinic supervisor				
Detailed Specific Actions in Sequence (Include regular progress reviews with the support team as a part of the specific actions)	Responsible person(s)	Resources	Date/ Time*	Changes To Look For
Step 1. Participate in post-training meeting to review, revise and endorse my action plan (and Fatou's); compare with/update procedures manual as needed (follow-up to pre-training meeting)	Entire support team	action plans; procedures manual	May 1 2pm	plans and manual complementary; team's roles/ actions clarified
Step 2. Rearrange furniture in the clinic supervisor's office to create small private area for counseling	Mary, Fatou	chairs & table	May 2 2pm	staff using space appropriately
Step 3. Assemble box of FP method samples to use during counseling sessions (store on shelf in counseling area for all providers to use)	Doris, Mercy	box & supplies from stock	May 2 2pm	samples always ready to use
Step 4. Create poster that encourages clients to ask their provider about FP; hang in waiting area	Mary, Fatou	poster board & markers	May 3 2pm	clients reading poster and asking questions
Step 5. Review counseling job aid and notes from training activity; place job aid on table in counseling area	Mary	job aid from training	May 3 2pm	feel ready for practice session
Step 6. Conduct a practice counseling session with co-worker in counseling area, using FP samples and job aid	Mary, Awa	counseling area; samples; job aid	May 4 2pm	build confidence; ensure suitability of space design
Step 7. Observe and provide feedback during practice counseling session (Fatou to practice as well)	Fatou, Mrs. Nyako	counseling skills checklist	May 4 2pm	useful feedback (peer/ supervisor)
Step 8. Participate in action plan review session; revise and/or update plan depending on progress to date	Entire team	action plan	May 7 2pm	team agrees that I'm ready to counsel clients
Step 9. Orient clients and counsel those interested in FP; document issues/questions in learning journal	Mary	learning journal	May 11 ongoing*	increase in clients choosing an FP method
Step 10. Discuss journal entries with co-workers (and with supervisor as needed)	all peers	learning journal	ongoing*	insights regarding improvements
Step 11. Observe counseling session and provide feedback (Fatou to be rated as well)	Mary, Mrs. Nyako	skills checklist	ongoing*	ensure proficiency matches standard
Commitment of Support Team/Network: I support the action plan described above and will complete the actions assigned to me. If I am unable to complete an activity, I will help make arrangements to modify the plan accordingly.				
Signature of learner: Mary Danso		Date: May 3, 2001		
Signature of supervisor: Nana Nyako		Signature of trainer: Aby Zakari		
Signatures of co-workers: Fatou Abudu, Doris Isa , Mercy Nunoo, Awa Koufi				

* establish set day and time for ongoing activities

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My Support Team/Network _____ Supervisor: _____ Trainer: _____

Co-worker(s): _____

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Step 1.				
Step 2.				
Step 3.				
Step 4.				
Step 5.				
Step 6.				
Step 7.				
Step 8.				
Step 9.				
Step 10.				
Step 11.				

Commitment of Support Team/Network: _____

Signature of learner: _____ Date: _____
 Signature of supervisor: _____ Signature of trainer: _____
 Signatures of co-workers: _____

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