

BASIC FACILITATION



**Missouri Department of
Health and Senior Services**

August 2005

Developing An Action Plan

Complete the action plan by following these steps:

- Develop a goal(s).
- Develop an objective(s) that must be completed to satisfy the goal.
- Using the Action Plan Worksheet below fill in the selected goal and objective, and then fill in the task column with actions that must be taken to complete the objective. Designate who should be assigned the task and fill in the start and end dates.

Action Plan

Goal _____

Objective _____

Task/Activity	Colleague Responsible	Date Start	Date End	Special Needs

