

The Trainer's Plan of Action

This Action plan is designed to help you as a trainer to develop your skills, experience and knowledge. The purpose is to help you set your goal(s) as a trainer, and steer you in the right direction to help you reach your goals.

My Goal	
My goal(s) as a trainer is/are: <ul style="list-style-type: none">Type your goal here...	Setting a goal as a trainer is extremely important. Without a goal, you will not know what you want to achieve, and thus you will never know when you reach your goal. Keep in mind that a goal often is a moving target - during your progress and evolution, you may reset your goal, adopt it, or change it in any other way. Example goal: New trainer: I want to become CLT within 6 months. Experienced trainer: I want to become Head Trainer on JCI Trainer within 18 months IG/ITF: I want to develop 10 new trainers this year.
I will know I have reached my goals when this happens: <ul style="list-style-type: none">type how you plan to measure your goals here	Sometimes when you set a goal, it turns into a very difficult task to measure when / if you reach it. That is why you need to define exactly what will happen when you reach your goal. The more detailed the better. The more easy to recognize, the better - thus make sure these are measurable.

	<p>Example: <i>When 10 JCI members younger than 32 years receives JCI Certified Head Trainers accreditation, and I have taken active part in their development.</i></p>
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<p>My mentor is: Type the name and contact information of your mentor here!</p>	<p>Sometimes it is easier to reach your goals if you have someone willing to walk with you. A mentor or a coach is useful. The purpose of the mentor / coach is to help you stay on due course. Make sure to ask the mentor, and that you both now what the purpose is and time frame is. You should consider setting up a mentor contract. Thor Erik Gulliksen (Senator #66917 and CNT) has written a set of mentor/mentee books that have proved a very useful tool.</p>
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<p>Current situation</p>	
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<p>My current situation is:</p> <ul style="list-style-type: none"> • State your current situation here! 	<p>Now that you have your main goal set, it is time to break it down into little pieces. You do that following the same model as above, but only after conducting a GAP analysis of your target and your current situation.</p> <p>Example: Inexperienced: <i>I am a JCI Presenter Graduate.</i> Experienced: <i>I am a CLT/ CNT.</i> IG/ITF: <i>I have conducted trainings in 15 countries,</i></p>
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	with more than 600 participants.
<p>The small steps to reach my goal</p>	
<p>1. Step</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Due date:</p> <p>_____</p> <p>M/C:</p> <p>_____</p> <p>2. Step</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Due date:</p> <p>_____</p> <p>M/C:</p> <p>_____</p> <p>3. Step</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Due date:</p> <p>_____</p> <p>M/C:</p> <p>_____</p>	<p>Now that you know where you are, and where you want to go, it is time to identify the small steps you must take to reach your goal. You may also find it easier if you also attach mentor or coach on the smaller steps - perhaps if you want to do a particular type of trainings, you would look for someone doing these trainings today and ask for their help. Break the path into as many smaller steps as you see necessary.</p> <p>Example small step: <i>I want to do the training "Insert name here", with every participant reaching the objectives stated. To do this alone, I will first have to participate, and then assist the main trainer until I feel confident.</i></p> <p>M/C = Mentor/Coach: The trainer who does this training today.</p> <p>Add as many steps as necessary, and be sure to check back to see and record your progress. Revise this plan of action often. I suggest you refine it with your mentor/coach.</p>

Notes and status	
	<p>Add your own notes and status as you progress with this form. Use this part as a record of how you are progressing, and also put in notes about things you would like to work more on, things to improve and things you would like to set as future goals and tasks.</p> <p>Example: 1.1.2009: Jane Doe accepted to be my mentor! I am so happy!</p>

Remember that there is only one way to reach your goal - by walking in the right direction - one step at a time. There is no-one but you who can do this. As said by Bjorn Eidsvaag, artist, Norway: "*I cannot walk it for you, but I can walk it with you*".

Comments, ideas or questions? Please contact the author at: kai@roer.com
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