Appendix 2:  *Post Observation Individual Action Plan pro-forma*

Name

Observer

Date

Strengths to build on

Agreed areas for further development

**Responsibility for development actions**  
Identify here where there others have responsibility for following-up on any identified actions

**Programme for development actions**  
Identify here what actions are to be taken by the staff member e.g. further reading, planning, consultation, attendance at staff development/training

<table>
<thead>
<tr>
<th>Action</th>
<th>Date to be achieved</th>
</tr>
</thead>
</table>

D Gosling, EDS/IJEL, May 2000