

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

Action	Date to be achieved