

Sample Action Plan Basic Template

The following provides an example of how an organisation might structure their Action Plan for Women in Coaching if developing one.

AIM: To increase the number of high quality coaches within the organisation

Objective	Method	Responsibility	Time Scale	Costings
To recruit 10 Level 2 coaches onto a Level 3 course	Hold a meeting with all the Level 2 coaches to recruit 10 on the Level 3 Coach Education Course	[INSERT NAME] to coordinate the meeting, contact clubs to nominate coaches, or contact coaches directly. [INSERT NAME] to book the venue or set up ZOOM link	Meet by the end of October	N/A
To establish and coordinate a coaching network for club/organisation coaches at intercounty level.	Communicate the idea to coaches Establish modules for delivery as part of the network. Invite all coaches to attend 1 large females in coaching event and 3 Zoom sessions as part of the coaching network.	[INSERT NAME] to develop a programme outline and communicate to all coaches. [INSERT NAME] to organise the venue for large in-person event [INSERT NAME] to be point of contact for all coaches	By the end of November	Venue €X €X per guest speaker at event/Zoom Zoom cost Cost associated with programme content
To access funding to subsidise the coaches attending the course	Contact Sport Ireland regarding Women in Sport funding	[INSERT NAME] to contact Sport Ireland [INSERT NAME] to complete the application form and return to Sport Ireland	By the end of December	N/A