**Task 1:** Use active listening and powerful questioning to understand:

* What your colleague wants to achieve and why (**PURPOSE**)
* What difference achieving this will make to him/her and to others (**OUTCOMES**)
* How s/he will know that these differences have been made (**OUTCOME MEASURES**)
* What they will need to do to achieve this (**STRATEGIES**)

Make notes as you discuss

**Task 2:** Before you finish, summarise your discussion in the ‘boxes’ overleaf and agree how the owner of the plan will review his/her progress. Make sure the owner of the plan takes it away.

The owner of this plan is: ............................................................ Date: 9 December 2011

**ARRANGEMENTS FOR REVIEW:**

**OUTCOME MEASURES:**

**PURPOSE:**

**OUTCOMES:**

**STRATEGIES:**