



Skills Practice

Elements of an Effective Plan

Find and engage a partner with whom you can role play. You will need to audio record or video tape your role play so we can provide you feedback. You can begin the role play at the planning stage. You do not need to work on all the preliminary work. Just begin as if you have already done that and only record the planning process. Simply coach your partner through a plan designed to accomplish the goal for which he or she hired you. In this 15 minute role play you will be focusing on covering all the elements list on the handout, “Developing an Effective Plan.”

After you are done with your audio recording or video, we will need you to watch your audio recording or video and then either audio record or video yourself evaluating how you did coaching your client to develop an effective plan or write it out and email it to assignments@academyofchoice.com. Please compare your performance with what is listed on the handout called “Elements of an Effective Plan.”

- Did you cover all the element of an effective plan?
- If, not what did you miss?
- Discuss how you would improve the plan if given the opportunity to speak with this client again.

Please either upload your audio recording or video and send us the URL, send it to us via drop box or email, or mail us a copy so we can help provide you with feedback and recommendations.