NEWMAN GROW

COACHING PLAN

Coaching Topic: Work Plans and Why they Matter

Lesson Duration: **60 Minutes**

Module: Developing a Work Plan

Level: **Beginner/Intermediate/Advanced**

MODULE SUMMARY

There's a way to organize our work in a document that allows us to organize ourselves and measure the effectiveness of what we're doing. It can also serve as the basis for an evaluation that measures exactly what I do. Lack of clarity in roles and functions in ministry is often a common variable that keeps us achieving all we can. The workplan is a proven way to organize, clarify and execute for the good of the mission.

STAGE 1 / DESIRED RESULTS

Objectives

* Learn about the rationale for work plans
* Work Plan Framework
* Understand how goals and objectives are utilized

Essential Question

I'm not a list person but I know I get things done. Do I really need a work plan?

STAGE 2 / OVERVIEW OF CONTENT

1. Lack of clarity in the workplace and how it manifests
2. How a work plan answers the problem of lack of clarity
3. Developing a work plan - its structure
4. Work plan and accountability
5. Work plan and evaluation

Sacred Scripture

Proverbs: 16:3
Commit to the Lord whatever you do, and he will establish your plans.

STAGE 3 / REFLECTION

* How do I organize my work?
* Do I have a way of measuring what I do and prioritizing my activities?
* If I left my job today would someone else know exactly what I was up to?

FAQ

What time period does a work plan cover and why?

A work plan can be developed for one year, twice a year or quarterly. It ' s a preference, but it does require some thought. If it ' s better to plan quarterly because there are too many variables that might change in the workplace, then that ' s the way to go. If the variables are static that would be a greater factor in using a lengthier time frame.