

## Sector Focused Action Plan

<b>Name:</b>	<b>Issue Date:</b>
<b>Work Coach:</b>	

**Following our Progress meeting please note the agreed actions below:**

Actions		Target Date	Completion Date
0	Attend 'Welcome' Meeting: (This is the 1 <sup>st</sup> action following the 'Meet and Greet')	(Within 10 working days from 'Meet & Greet')	
1	Jobsearch: ( To be actioned every Progress meeting)		
2	Work Skills:		
3	Health:		
4	Family:		

Actions		Target Date	Completion Date
5	You and the law:		
6	Hopes for the future:		
7	Money:		
8	Your accommodation:		
9	Additional actions:		

If you have any difficulty in achieving any of the above actions please contact your Work Coach immediately. Do not wait for your next appointment.

**Customer Signature:** .....**Date:**.....

**Work Coach Signature:** .....**Date:**.....