# Follow-Up Support Action Plan

**Instructions**: Use this form as a starting point for your development efforts. Customize this form, adding relevant information as appropriate or removing information that does not apply to your situation.

## Effective Follow-Up Support

Follow-Up Support (FUS) and evaluation are two distinct and separate professional development (PD) practices. Both PD practices require unique strategies, though data from each may sometimes be used to inform the other. Effective FUS planning should begin during the initial design process of a PD event. The full FUS plan, including tools and time line, should be developed prior to the event.

Use your responses to questions from the “Follow-Up Support Strategies” document to guide your planning of interventions.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Action Steps for Implementation of FUS Strategies/Tools | Person Responsible | Materials and Resources | Deadline | Completed (Y/N) | Notes |
| [INSERT ACTION STEP] | [INSERT NAME] | [INSERT RESOURCES] | [INSERT DATE] | [INSERT “Y” OR “n”] | [INSERT NOTES] |
| [INSERT ACTION STEP] | [INSERT NAME] | [INSERT RESOURCES] | [INSERT DATE] | [INSERT “Y” OR “n”] | [INSERT NOTES] |
| [INSERT ACTION STEP] | [INSERT NAME] | [INSERT RESOURCES] | [INSERT DATE] | [INSERT “Y” OR “n”] | [INSERT NOTES] |
| [INSERT ACTION STEP] | [INSERT NAME] | [INSERT RESOURCES] | [INSERT DATE] | [INSERT “Y” OR “n”] | [INSERT NOTES] |
| [INSERT ACTION STEP] | [INSERT NAME] | [INSERT RESOURCES] | [INSERT DATE] | [INSERT “Y” OR “n”] | [INSERT NOTES] |
| [INSERT ACTION STEP] | [INSERT NAME] | [INSERT RESOURCES] | [INSERT DATE] | [INSERT “Y” OR “n”] | [INSERT NOTES] |
| [INSERT ACTION STEP] | [INSERT NAME] | [INSERT RESOURCES] | [INSERT DATE] | [INSERT “Y” OR “n”] | [INSERT NOTES] |
| [INSERT ACTION STEP] | [INSERT NAME] | [INSERT RESOURCES] | [INSERT DATE] | [INSERT “Y” OR “n”] | [INSERT NOTES] |
| [INSERT ACTION STEP] | [INSERT NAME] | [INSERT RESOURCES] | [INSERT DATE] | [INSERT “Y” OR “n”] | [INSERT NOTES] |
| [INSERT ACTION STEP] | [INSERT NAME] | [INSERT RESOURCES] | [INSERT DATE] | [INSERT “Y” OR “n”] | [INSERT NOTES] |