

**MY PERSONAL
ACTION PLAN
FOR IMPROVING
MY KNOWLEDGE,
SKILLS AND ABILITY
TO COUNSEL
PTAC CLIENTS**



2015-16

MY PERSONAL ACTION PLAN AS A PTAC COUNSELOR

Executive Summary of My Personal Mission Statement:

(Example: Continuously improve my knowledge of government contracting and improve my skill in counseling businesses.)

My Overall Goal or Objective for the next 12 Months:

(Example: To actively pursue educational opportunities and professional interaction with my colleagues to become more confident and adept at counseling businesses in the field government contracting.)

Key Results I Want to Achieve:

(Examples: Develop a checklist for bringing a new client onboard; Improve my counseling, teaching, and/or public speaking skills; Digest and contribute to APTAC's Body of Knowledge; participate in APTACConnect; Develop strategies for dealing with problem clients; Share counseling techniques with colleagues; Practice the "Power of And"; etc.

1.

2.

3.

4.

5.

(Note: The "Key Results" listed above will be broken out into specific goals and objectives on the following 4 pages.)

My Goals and Objectives for 2015-16

Key Result #1 (from page 38)

STRATEGIC GOAL “A”:

TACTICAL OBJECTIVES:

- 1.
- 2.
- 3.
- 4.
- 5.

STRATEGIC GOAL “B”:

TACTICAL OBJECTIVES:

- 1.
- 2.
- 3.
- 4.
- 5.

Key Result #2 (from page 38)

STRATEGIC GOAL “A”:

TACTICAL OBJECTIVES:

- 1.
- 2.
- 3.
- 4.
- 5.

STRATEGIC GOAL “B”:

TACTICAL OBJECTIVES:

- 1.
- 2.
- 3.
- 4.
- 5.

Key Result #3 (from page 38)

STRATEGIC GOAL “A”:

TACTICAL OBJECTIVES:

- 1.
- 2.
- 3.
- 4.
- 5.

STRATEGIC GOAL “B”:

TACTICAL OBJECTIVES:

- 1.
- 2.
- 3.
- 4.
- 5.

Key Result #4 (from page 38)

STRATEGIC GOAL “A”:

TACTICAL OBJECTIVES:

- 1.
- 2.
- 3.
- 4.
- 5.

Key Result #5 (from page 38)

STRATEGIC GOAL “A”:

TACTICAL OBJECTIVES:

- 1.
- 2.
- 3.
- 4.
- 5.