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STAGE 1 — CHAPTER 4

Engaging government and community supports • Worksheet 1

Create an action plan (engaging supports)

Use this worksheet to create an action plan for how you and your support team want to navigate the process of engaging government or community supports.

STEP 1

Think about the government or community supports that are relevant to your situation.

List these in the first column of the table on page 2 of this worksheet **A**, then write the organisation responsible for this support in the second column **B**. Use additional paper if necessary.

STEP 2

For each support option, consider the actions that you need to take. List these in the third column **C**.

This could include actions such as researching online, making a phone call or collecting information for an application.

STEP 3

For each action from Step 2, allocate the person who will be responsible for making this happen **D** and a timeframe for when it should be done by **E**.

STEP 4

Decide on how you intend to monitor the progress of this action plan.

This could be regular meetings with your whole support team, or check-ins with key people as various stages progress.

Write this down in the table below, including your next check-in date (optional) **F**.

F

How do you plan to monitor the progress of this action plan?

e.g. 'monthly meetings with key members of your support team'

Date of next check-in:
(optional)

My Action Plan for Engaging Supports:

A	B	C	D	E
Supports I am interested in	Organisation	Actions to take	Who is responsible for the action?	When will the action be done?
Support option 1				
Support option 2				
Support option 3				