



Name

Date

Plan title

1. Identify the issue

1a. What is the issue?

1b. Who is involved?

- ☐ Immediate manager ☐ A co-worker/colleague ☐ External person ☐ Other...

1c. When should this issue preferably be addressed?

- ☐ Immediately ☐ Within a month ☐ Within 6-12 months

1d. Have your rights been violated?

- ☐ Yes ☐ No ☐ Unsure

See more on your rights at work at: [What are my work rights?](#)

2. Identify some solutions

2a. What could solve the issue?

For potential solutions, see some suggestions at: [Workplace Adjustments](#). List some ideas that may help.



2b. What's your preferred solution?

Describe your preferred solution, how it will help and how it can be implemented.

2c. If the preferred solution could not be implemented, are there other similar options, as an alternative?

Describe an alternative solution.

2d. Where may there be a compromise?

Enter anything that you may be able to adjust in order to help.

For Self-Advocacy skills, see: [Self-Advocacy Skills](#).

3. Develop and action the plan

3a. To suggest a preferred solution, what am I going to do next?

Enter a few next steps to review and begin exploring a solution

3b. If I need support to help deliver this plan, who can I go to?

☐ Immediate manager ☐ A co-worker/colleague ☐ External person ☐ Other...

There are more support options at: [Advocacy help](#)

3c. Formalise some actions by entering them below

Task	Due date	Who will do this?	Completed
			☐
			☐
			☐
			☐
			☐

You should discuss actions with others before suggesting they complete them.

4. Once you begin actioning your plan, remember to regularly review the issue and your own experience

4a. What went well?

4b. What didn't go so well?

4c. What can be done differently next time?