**Appendix 3 – Steps towards achieving outcomes / Short Term Target documents**

Please detail the **steps towards** completing the **Outcomes** in Section E and update progress as these are reviewed. This could use the following template or attach copies of short term plans that detail these such as IEP’s or One Page Profiles. They must relate to the planned outcomes.

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| **Outcome number** | **Steps towards completing outcome / targets** | **Date to be completed by** | **Progress made** |
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