| **Action Plan** |
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| **Leader name:** | **Shared with Coworkers on (date):**  |
| **Behaviors to be conscious of!** | **Put N for NO or Y for YES**  |
| **Leadership Growth Areas** | **Did I frequently and appropriately do the following behaviors:** | **M** | **T** | **W** | **T** | **F** | **Weekly** | **Monthly** |
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| **[Example] Action Plan** |
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| **Leader name: Taylor Lee** | **Shared with Stakeholders on (date):**  |
| **Behaviors to be conscious of!** | **Put N for NO or Y for YES**  |
| **Leadership Growth Areas** | **Did I frequently and appropriately do the following behaviors:** | **M** | **T** | **W** | **T** | **F** | **Weekly** | **Monthly** |
| **Clearly Communicate Goals** | Emphasize my two leadership growth areas in meetings/communication |  |  |  |  |  |  |  |
| Start meeting with why and what to accomplish |  |  |  |  |  |  |  |
| What is the business need and what is the solution / deliverable? |  |  |  |  |  |  |  |
| Assure ownership to create a plan to deliver a solution:- What did we decide? / What are the actions / tasks?(Assure agreement and commitment) |  |  |  |  |  |  |  |
| At the end of a discussion ‘Articulate SMARTER decisions’ during the meeting. |  |  |  |  |  |  |  |
| End meeting with re-cap of actions and steps forward |  |  |  |  |  |  |  |
| **Hold people accountable to deliver** | Highlight things well done (based on input from team managers) |  |  |  |  |  |  |  |
| Agree on a trusted plan to deliver on agreed SMART goals |  |  |  |  |  |  |  |
| Project Planning Review (review 4 weeks rolling plan, every week) process and questions:- Are priorities aligned?- Are you on schedule to deliver?- What help or support do you need to succeed?- How will this reflect on you when this is completed? |  |  |  |  |  |  |  |
| Create a safe environment for people to raise their issues- Thank you for raising this issue!- What help do you need (to make a change)? |  |  |  |  |  |  |  |