

Leader Toolkit

Team action plan



We are **COLLABORATIVE** leaders, **DEDICATED TO QUALITY**.

We work together, respecting what everyone brings to the team and empowering each other to be stronger together. We focus on what matters and deliver results.

Why use this tool

To agree a set of actions that you and your team members can implement to become a more effective team.

When to use this tool

Use this tool to help your team improve its effectiveness whether it is a new team, an existing team requiring reinvigoration or an existing team experiencing problems.

How to use this tool

Use this tool in a workshop format.

1. Based on **Team Effectiveness Diagnostic** or Values Based Leadership (VBL) spidergram self-assessment, identify team areas that need to be improved to increase team effectiveness. Identify the issues that are impacting the team in that area.
2. Ask **team members to identify actions** that they believe would make the team more effective as a team.
3. Discuss the **actions** and **decide who should take responsibility** for the action.
 - Set a **timeframe** for completing the action.
 - Set a **measure of success** so you can track whether the action has achieved the development outcome that you want for the team.
4. **Review each action and prioritise** - High, Medium, and Low - by evaluating the significance of the action's outcomes for the team.
5. **Transfer committed actions to your team work plan** and track progress of the actions against their deadline and against their measure.

Tips

- Use the **SMART Goals** tool as a guide to the descriptions of future actions and next steps.
- **Keep the number** of actions assigned to each individual is **manageable** - remember that all team members also have their "day jobs".
- Ensure that the **date of the meeting to review progress** is set before the meeting setting the action plan winds up.

Team action plan



ACTION to build team effectiveness	Assign responsibility	Set the timeframe	Measure of success	Priority High Medium Low
List the actions that team members believe will make the group more effective as a team	Specify who is responsible for the action	Specify when this action should be completed	Describe what success will look like so you can track whether the action has achieved the development outcome the team wants	Review the action together and prioritise

