



## Team action plan

Leadership Dimensions

Engaging the team

Leading with care

### When to use this tool

- To agree a set of actions that you and the team can take to become a more effective team

### What to do

Work through the tool in 3 steps.

1. Ask **team members to identify ACTIONS** that they believe would make the team more effective as a team.
2. 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.
3. **Review each action and prioritise** - High, Medium, and Low - by evaluating the significance of the action's outcomes for the team.
4. **Transfer committed actions to your team work plan** and **track progress** of the actions against their deadline and against their measure of success.

**Your team action plan**

| ACTION to build team effectiveness  | Assign responsibility                     | Set the timeframe                            | Measure of success   | Priority<br>High<br>Medium<br>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 |
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