

STEPS TO CREATING A MEANINGFUL EMPLOYEE ACTION PLAN

STEP 1: GET A DESCRIPTION OF THE JOB

STEP 2: IDENTIFY THREE STRENGTHS & THREE WEAKNESSES

STEP 3: GET TO WORK!

Identify & Improve Weaknesses	WHAT are you going to do to improve these?	WHEN are you going to accomplish this?	Who can HELP you achieve and improve?	HOW are you going to measure your improvement?

Manage and Grow Strengths	WHAT are you going to do to grow these?	WHEN are you going to accomplish this?	Who can HELP you achieve and improve?	HOW are you going to measure your growth?

WHY ARE ACTION PLANS IMPORTANT?

They are a way for managers to hold employees accountable, and also a tool to look at their OWN strengths and weaknesses! Through doing this, you will be able to:

1. Get to know your employees better than they knew themselves when they came to work!
2. Look at yourself and make yourself a better manager!

Block out 1 hour each week to improve an area of your work life – 30 minutes to work on growing a strength, and 30 minutes to work on a weakness. Do this every quarter and you'll be surprised how much you really do learn and how much you grow.

As a manager and coach, you are only as good as the people on your team...and when you know their strengths and weaknesses, you can put them in a position that truly makes them (and you) thrive.