# LEADING AND MANAGING EMBEDDING ACTION PLAN

## **EMBEDDING STEPS**

There are several steps to consider in turning a short-term improvement into a sustainable change.

You should consider how often you want to review your approach (and returning to this topic will be a useful way to do this). You can also consider where you can become better over time, and what longer term actions you need to take.

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| **LEADING AND MANAGING EMBEDDING IDEAS** | |
| **Experimentation** | You can make the improvements suggested in the previous stage a regular part of your leadership practice. Keep planning and experimenting with different leadership approaches and use the critical incident analysis to keep reflecting on and learning from those experiences. It might be useful to do this once a quarter. |
| **Self-reflection** | You can also continue to plan and reflect upon your personal leadership timeline each year, looking back at the last twelve months and forward to the next. |
| **Ideas diary** | It can be very useful to keep a leadership log. This is a diary where you note down any reflections or ideas you have about leadership issues, and a place to keep track of questions or concerns that you have. If you can combine this with a regular few minutes in your schedule to focus your thinking on this area, this can also be a great tool to free up the rest of your thinking time. |

## **INSTRUCTIONS**

Use this documentto build an **Embedding Action Plan** for **Leading and Managing**.

Additionally, you can use this as a template to take notes on what you’ve learned or record your thoughts about how the topic impacts your business.

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| **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_** | **Topic:** |
| **How often will you review this topic / your approach?** |  |
| **Where will you get new information from?** |  |
| **What other support do you need to access?** |  |
| **Other notes and ideas:** |  |

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| Action Reference | Action | Who is responsible for implementing the action? | What is the planned deadline for the action? | How will you measure the success of this action? |
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