# LEADING AND MANAGING IMPROVEMENT ACTION PLAN

## **IMPROVEMENT IDEAS**

Here are **three improvement ideas** for **Leading and Managing**.

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| **LEADING AND MANAGING IDEAS** | |
| **Plan for your next leadership incident** | Identify when you could next try out a slightly different leadership approach and what you would like to try.     You may have specific ideas already but a great way to do this is to use your personal leadership timeline. Look back at one of your positive influences and consider how you could bring an element of that leadership style to your next incident.     Don’t forget to write down in advance what you intend to try and what impact you hope to have. |
| **Take your timeline forward** | So far, your leadership timeline has probably been unplanned, but you can now look ahead and seek out influences.     Write down a short description of two or three possibilities for the sorts of influences you would like to be able to add to your timeline over the next twelve months. These could be specific individuals, types of people or kinds of experience.     Come up with some practical actions that will help you to access these influences and learn from them. |
| **Broaden your leadership community** | Seeing lots of different leaders in action is often more difficult in a small business.     In large companies, there will often be different projects, meetings, departments, away days, and so on within the business. All of these are opportunities to see different leaders and leadership approaches.     In a small business, this often needs more of a community focus: finding spaces where you can see and interact with other business leaders. This could be through joining a sector group or attending an industry event, finding a networking breakfast, or joining a peer-to-peer programme.  Identify two or three opportunities for yourself over the next six months. |

**CREATING AN IMPROVEMENT ACTION PLAN**

## You can decide which priorities you want to capture with an *improvement action plan* that will ensure that you:

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| **Self-Reflect** | take time to reflect and think about your analysis, what has happened before, what actions have brought about success or partial success and what actions have not helped. |
| **Clarify** | clarify your main objectives and identify what change is required |
| **Identify** | identify your progress and measures of success that contribute towards your main objectives |

These priorities could be one action against each of the *Improvement* suggestions above or multiple actions against one or two suggestions. If the topic so far has sparked some different ideas of your own, feel free to include these actions as well or instead of the ones we have suggested.   

**INSTRUCTIONS**

Use this documentto build an **Improvement Action Plan** comprising **your top 3 priorities** for **Leading and Managing**.

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| **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Priority Action 1:** |
| **Which of the Improvement Suggestions are you going to explore? (Or other ideas.)** |  |
| **What are you going to do on it…** |  |
| **today?** |  |
| **tomorrow?** |  |
| **later this week?** |  |
| **next week?** |  |

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| --- | --- |
| **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Priority Action 2:** |
| **Which of the Improvement Suggestions are you going to explore? (Or other ideas.)** |  |
| **What are you going to do on it…** |  |
| **today?** |  |
| **tomorrow?** |  |
| **later this week?** |  |
| **next week?** |  |

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| **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Priority Action 3:** |
| **Which of the Improvement Suggestions are you going to explore? (Or other ideas.)** |  |
| **What are you going to do on it…** |  |
| **today?** |  |
| **tomorrow?** |  |
| **later this week?** |  |
| **next week?** |  |