# STAFF EFFECTIVENESS 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** | |
| **You can help your staff identify their strengths.** | This could be through a one-to-one conversation or as part of a PDR (Professional Development Review), or you could involve the whole team in a workshop encouraging them to help identify one another’s strengths. People may find it hard just to list off their strengths, so consider using open questions or scenarios to help. For example, “What does a great day at work look like?”, “Why?”, “What do you get to do that you enjoy?”. You can then make this a regular process, perhaps, once a year to capture new strengths developing or people’s focus changing. |
| **You could choose to give the team access to a behavioural preferences tool, like DISC, MBTI or Belbin.** | You may get deeper insights and more support with any challenges in this by paying for advanced reports or engaging a professional coach to help with this process, but many tools are also available for free. It’s important to set the right tone for this, as above, and to stress that no one type is better than another. This can be a great activity to do together as group, and you can also make it part of your induction process when new staff join. |
| **Try using the Team Checker and the RACI matrix in the Staff Effectiveness tool regularly when you are setting up a new project or asking people to work together for the first time.** | It may feel like you don’t have the time to do this when things are hectic but 20 minutes together at the start of a team initiative can save hours or days further down the line. |
| **Make a note yourself and get the team’s feedback at the outset of a new project or team initiation abut what you think success will look like for the team themselves.** | Take a few minutes at the end of the project or at an appropriate milestone to review this as a group and consider any lessons learned. We are often too quick to move straight on to the next thing and miss this opportunity. It will help you to refine your understanding of your people and the models you are using. |

## **INSTRUCTIONS**

Use this documentto build an **Embedding Action Plan** for **Staff Effectiveness**.

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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