# STAFF EFFECTIVENESS IMPROVEMENT ACTION PLAN

## **IMPROVEMENT IDEAS**

Here are **three improvement ideas** for **Staff Effectiveness**.

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| **STAFF EFFECTIVENESS IMPROVEMENT IDEAS**  |
| **Test out the skills matrix categories and language with a couple of friendly team members** | You’ll want to consider the right terminology and level of detail for your business and trying this out with some open and honest feedback is the best way to refine the tool and create a good fit for your circumstances.  |
| **Make a plan for how you will roll out the process of completing the skills matrix** | It’s important to consider how you communicate this, and to get buy in from the team. Sometimes people can feel criticised and see this as an “assessment” of them, so you’ll need to let people know that this is a positive process and one where their voices are just as important as yours or that of their managers.  |
| **Test the Team Checker in the Staff Effectiveness too** | If you haven’t already filled out the skills matrix in the Team Checker and done some work with your people on strengths and preferences, then base your ratings on your perceptions at this time. Although this won’t be as accurate as involving the staff, it will let you consider which aspects of the team structure might have contributed to the success of that project or the difficulties. See if you can identify the top factors.   |

**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 **Staff Effectiveness**.

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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?** |  |