Team action plan

Leadership Dimensions
- Engaging the team
- Leading with care

When to use this tool
- To agree a set of actions that you and the team can take to become a more effective team

What to do
Work through the tool in 3 steps.

1. Ask team members to identify ACTIONS that they believe would make the team more effective as a team.
2. Discuss the ACTIONS and decide who should take responsibility for the action.
   - Set a timeframe for completing the action.
   - Set a measure of success so you can track whether the action has achieved the development outcome that you want for the team.
3. Review each action and prioritise - High, Medium, and Low - by evaluating the significance of the action's outcomes for the team.
4. Transfer committed actions to your team work plan and track progress of the actions against their deadline and against their measure of success.
### Your team action plan

#### ACTION to build team effectiveness

<table>
<thead>
<tr>
<th>ACTION to build team effectiveness</th>
<th>Assign responsibility</th>
<th>Set the timeframe</th>
<th>Measure of success</th>
<th>Priority High Medium Low</th>
</tr>
</thead>
<tbody>
<tr>
<td>List the actions that team members believe will make the group more effective as a team</td>
<td>Specify who is responsible for the action</td>
<td>Specify when this action should be completed</td>
<td>Describe what success will look like so you can track whether the action has achieved the development outcome the team wants</td>
<td>Review the action together and prioritise</td>
</tr>
</tbody>
</table>

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**Leading teams**