Action Planning
Action Planning

The most powerful way to transfer learning from the classroom to the workplace is through the use of action plans. During the Foundations for Successful Leadership Program, you will have the opportunity to prepare action plans that spell out how the concepts and skills learned during each module will be applied back to your work.

Time will be allotted at the end of every session to complete an action plan for each of the sessions. Completed action plans should outline the following details:

- Specific steps and/or actions for applying new knowledge and skills on the job
- Specific deadlines for the application of new skills
- Potential roadblocks, if any, that might affect your progress
- Strategies for overcoming these roadblocks

At the end of this program, you will have an opportunity to develop a summarized action plan to take back on the job.
Action Planning Example

I. A. List up to three actions you will take as a result of today’s learning and circle the action you plan to do first.

- Develop a performance planning process for staff
- Establish procedure for orienting new employees

B. List the initial steps you plan to take in order to accomplish the task you circled in part A.

<table>
<thead>
<tr>
<th>Step to be taken</th>
<th>By When</th>
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<tbody>
<tr>
<td>1. Read about developing a performance planning process</td>
<td>12/22</td>
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<td>2. Conduct employee meetings</td>
<td>2/15</td>
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<td>3. Develop process on a timeline and chart</td>
<td>3/23</td>
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II. A. List roadblocks, if any that might affect your action plan progress.

- Need time to do this
- Not sure that department will support the process

B. How will you overcome these roadblocks?

- Defer another project to allow time for this
- Meet with manager to discuss proposed ideas.
Developing Action Plans

The EDGE: Strategies for Cutting-Edge Leadership

I. Foundations for Successful Leadership Day 1:

Becoming a Successful Leader

ACTION PLAN

I:

A. List up to three actions you will take as a result of today’s learning and circle the action you plan to do first.

•

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B. List the initial steps you plan to take in order to accomplish the task you circled in part A.

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II:

A. List roadblocks, if any, that might affect your action plan progress.

B. How will you overcome these roadblocks?
The EDGE: Strategies for Cutting-Edge Leadership
I. Foundations for Successful Leadership Day 1:
Recognizing the Opportunities for Diversity

ACTION PLAN

I:
   A. List up to three actions you will take as a result of today’s learning and circle the action you plan to do first.
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      •
      •
   B. List the initial steps you plan to take in order to accomplish the task you circled in part A.

   Step to be taken                      By when?
   1.
   2.
   3.
   4.
   5.

II:
   A. List roadblocks, if any, that might affect your action plan progress.

   B. How will you overcome these roadblocks?
The EDGE: Strategies for Cutting-Edge Leadership
I. Foundations for Successful Leadership Day 2:
Managing Conflict and Problem-Solving

ACTION PLAN

I:
A. List up to three actions you will take as a result of today’s learning and circle the action you plan to do first.
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B. List the initial steps you plan to take in order to accomplish the task you circled in part A.

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II:
A. List roadblocks, if any, that might affect your action plan progress.

B. How will you overcome these roadblocks?
The EDGE: Strategies for Cutting-Edge Leadership
I. Foundations for Successful Leadership Day 3:
Hiring the Best and Providing a Good Start

ACTION PLAN

I:
A. List up to three actions you will take as a result of today’s learning and circle the action you plan to do first.
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B. List the initial steps you plan to take in order to accomplish the task you circled in part A.

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II:
A. List roadblocks, if any, that might affect your action plan progress.

B. How will you overcome these roadblocks?
The EDGE: Strategies for Cutting-Edge Leadership

I. Foundations for Successful Leadership Day 3:
Creating the Ideal Experience

ACTION PLAN

I:

A. List up to three actions you will take as a result of today’s learning and circle the action you plan to do first.

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B. List the initial steps you plan to take in order to accomplish the task you circled in part A.

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II:

A. List roadblocks, if any, that might affect your action plan progress.

B. How will you overcome these roadblocks?
The EDGE: Strategies for Cutting-Edge Leadership
I. Foundations for Successful Leadership Day 4:
Aligning Individual and Team Performance

ACTION PLAN

I:
A. List up to three actions you will take as a result of today’s learning and circle the action you plan to do first.
   •
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B. List the initial steps you plan to take in order to accomplish the task you circled in part A.

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II:  
A. List roadblocks, if any, that might affect your action plan progress.

B. How will you overcome these roadblocks?
The EDGE: Strategies for Cutting-Edge Leadership
I. Foundations for Successful Leadership Day 5:
Addressing Performance Problems

ACTION PLAN

I:
A. List up to three actions you will take as a result of today’s learning and circle the action you plan to do first.
•
•
•

B. List the initial steps you plan to take in order to accomplish the task you circled in part A.

Step to be taken

By when?

1.

2.

3.

4.

5.

II:

A. List roadblocks, if any, that might affect your action plan progress.

B. How will you overcome these roadblocks?
The EDGE: Strategies for Cutting-Edge Leadership
I. Foundations for Successful Leadership Day 5:
Understanding Employment Laws and Regulatory Responsibilities

ACTION PLAN

I:
A. List up to three actions you will take as a result of today’s learning and circle the action you plan to do first.
   •
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   •

B. List the initial steps you plan to take in order to accomplish the task you circled in part A.

Step to be taken                      By when?
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II:
A. List roadblocks, if any, that might affect your action plan progress.

B. How will you overcome these roadblocks?
The EDGE: Strategies for Cutting-Edge Leadership

I. Foundations for Successful Leadership Day 6:
Managing Finance, Payroll, Compensation and Total Rewards

ACTION PLAN

I:
A. List up to three actions you will take as a result of today’s learning and circle the action you plan to do first.
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B. List the initial steps you plan to take in order to accomplish the task you circled in part A.

Step to be taken               By when?
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II:
A. List roadblocks, if any, that might affect your action plan progress.

B. How will you overcome these roadblocks?
The EDGE: Strategies for Cutting-Edge Leadership

I. Foundations for Successful Leadership Day 7:
Protecting and Promoting Employee Health and Well-Being

ACTION PLAN

I:

A. List up to three actions you will take as a result of today’s learning and circle the action you plan to do first.
   *
   *
   *

B. List the initial steps you plan to take in order to accomplish the task you circled in part A.

   Step to be taken
   1.
   2.
   3.
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II:

A. List roadblocks, if any, that might affect your action plan progress.

B. How will you overcome these roadblocks?
The EDGE: Strategies for Cutting-Edge Leadership
I. Foundations for Successful Leadership Day 8:
Monitoring and Improving Service Quality

ACTION PLAN

I:

A. List up to three actions you will take as a result of today’s learning and circle the action you plan to do first.
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B. List the initial steps you plan to take in order to accomplish the task you circled in part A.

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II:

A. List roadblocks, if any, that might affect your action plan progress.

B. How will you overcome these roadblocks?