iMatter *Action Plan*

Step 1 (Section 1)

Identifying Areas for Celebration and Improvement through team discussion around your report - (this has developed as a guidance section for managers)

A Suggested Process to identify your team priorities

1. Draw a road/river on paper, preferably in poster format and landscape. On left of page, indicate this is where the team currently are. On right hand side of page, indicate this is the team in the future.

2. Ask team what a good teamworking experience feels like? They should consider team behaviours, relationships, tasks, performance etc. (Prompt questions could be developed for this task). Comments should be displayed on the right hand side of the road/river map – the "future state" for our team.

3. So where is your starting point for your team on this journey? Before discussing your report each person is given a sticker/post-it note and asked to place the sticker on the road to show where they believe the team is on its teamworking experience journey. Take note of the differences/ similarities in views.

4. Your team should now review their report – this is the starting point in your journey?

5. It is important for the team to recognise its strengths. So based on your report what should the team celebrate and continue to do? Team to discuss and responses recorded on flipchart.

6. The team should now identify the top three areas they would like to celebrate and continue. A sticky dot exercise can be used for this. Your team should agree one area of success/strength which should also be recorded in the Team Action Plan in the box 'What we do well' . This will be pulled through and feature on the storyboard

7. The team should now identify those areas they would like to improve.

8. Once all comments are identified the team must now decide which of these areas they will use as the basis of the team action plan. It is recommended that each team priorities **no more than three** on which to focus. Each team member is given five sticky dots to priorities the improvement areas on the flipchart they would like the team to focus on. Each team member can choose to place all dots on one area or to select up to five different areas.

9. The team have now identified a **maximum** of three areas they would like to prioritise. This information should be transferred to the Team Action Plan in the box 'Areas for Improvement' and will be pulled through to the storyboard

10. For each agreed 'Area for Improvement' following should be completed in the Action Plan as follows:

In the 'Desired Outcome' box

- When our actions are complete what improvements will the team expect?

In the 'Action'

- What actions will we take as a team to make an improvement? Your team may wish to identify more than one action per improvement area.

In the 'Responsible for Action and Target Completion Date' box .

- Include who will be responsible for taking action. Responsibility for an action can be shared by several team members. Target completion date should be realistic – remember the improvement plan will span a 12 month period.

iMatter Action Plan

Step 1: Read guidance

Step 2: Action plan

Team name:

What we do well

Area for Improvement	Desired Outcome	Actions	Responsible for Action Plan and Target Completion Date – who and when
1			
2			
3			

Step 3: Record of Progress

Area for Improvement	Progress Made	Date
1		
2		
3		