

Action Plan Sample

Your **Action Plan** will help you **identify** specific ways to use the **leadership skills** you learned in the Leadership Academy when you get back to your volunteer leadership position. Be as **detailed** as you can. Think of 1-3 (or more) of the most **critical** leadership skills you would like to use **immediately**. This plan will help you assess your **progress later**.

Situation description	What I would normally do	What I will do differently	Potential obstacles to my plan	How I will manage these obstacles	Tools I will use	How I will gauge my improved performance
About once a month JM misses deadlines and I have to discuss it with him.	Usually I get angry, and tell him this is unsatisfactory. We have no further discussion about the situation.	-I will seek information on why he misses deadlines – gather data. -I will ask for his input on how he can avoid this happening in the future. -I will take action and, if possible, consider his suggestions for fixing the problem. -Have him implement the solution.	-My annoyance gets the better of me! -JM is not very communicative; he may not want to talk about it. -He might not have a satisfactory reason. -I don't like conflict.	-Wait until I'm over my anger. -Plan out what I will say. -Encourage JM to explain why he misses deadlines. -Take action that considers his viewpoint while being consistent with my policies and expectations. -Have JM implement action. -Use Key Principles as appropriate	Key Principles: KP1- Esteem KP2 – Listen/ Empathy KP3 – Help/ Involvement KP5 – Support/ Responsibility Interaction Guidelines Discussion Planner	-I will stay calm, sit down with him and take the time to understand his point of view. -I will do a lot more asking and listening. -JM will contribute his point of view. -I will clarify my expectations again and hold him accountable. -His performance will improve.