



BEST IDEA ACTION PLAN



1 Goal Setting and Getting PEF402	4 Communicate with Influence LDR401	7 Demonstrate Leadership LDR411	10 Critical Thinking At Work CRT411
2 Leaders are Learners PEF403	5 Lead Difficult Conversations LDR413	8 Leading Top Teams XTW401	11 Better Customer Experiences OPS404
3 Lead Operational Plans OPS402	6 Better Hiring and Development LDR521	9 Communication At Work XCM401	12 Lead Continuous Improvement STR502

Name:

Organisation:

Date:

Manager's name:

Training Topic:

Accountability Partner:

2 Assessment Traits Most Likely to Contribute to Success & Well-being:

RPL EVIDENCE

Learning Goals

1. _____
2. _____
3. _____

- 1.
- 2.
- 3.

Key Concepts from Today's Session: [From the Videos / Speakers / Facilitator / Group Discussions]

Best Implementation Idea from Today's Session: [One Action Idea Within Your Influence]

Expected Business impact: [Revenue Gains/Cost Savings/Time/Talent Saved] Estimated 12 Month Impact

Action Steps [Make the first Step Easy & Attractive]

Expected Completion Dates

- 1.
- 2.
- 3.

RESOURCES REQUIRED

BARRIERS TO OVERCOME

IDEAS TO OVERCOME (PLAN B)

HOW WILL MEASURE SUCCESS?

BEST IDEA ACTION PLAN

30 DAY BUSINESS IMPACT

WHAT DID YOU DO? WHAT DID YOU NOTICE?



SPECIFIC

MEASURABLE

ACHIEVABLE

RELEVANT

TIME-BASED

RPL Code BSB _____

1 **Cert IV**

2 **Diploma**

3 **Advanced Diploma** **Evidence Uploaded to Knowledge-Access.com** **DATE** _____

Manager Comments / Feedback

[Manager Initials] _____ **DATE** _____