30 DAY ACTION PLAN

1 Goal Setting and Getting P402	**4 Communicate with Influence** L401	**7 Demonstrate Leadership** L411	**10 Critical Thinking At Work** C411
2 Leaders are Learners P403	**5 Lead Difficult Conversations** L413	**8 Leading Top Teams** XT401	**11 Better Customer Experiences** O404
3 Lead Operational Plans O402	**6 Confident Hiring and Development** H411.3.5	**9 Communication At Work** XC401	**12 Lead Continuous Improvement** S502

Name: **Organisation:**

Date: **Manager's name:**

Training Topic: **Accountability Partner:**

2 Assessment Traits most likely to contribute to my success and well-being:

                                                                                           RPL EVIDENCE

Learning Goals   1_____
                                   2_____
                                   3_____

Key Concepts from Today's Session:

Best Implementation Idea from Today's Session:

Expected Business impact: *[Revenue gains/cost savings/time/talent saved]*   **Estimated 12 Month Impact**

Action Steps   **Expected Completion Dates**

   1.
   2.
   3.

RESOURCES REQUIRED   _____

BARRIERS TO OVERCOME   _____

IDEAS TO OVERCOME (PLAN B)   _____

HOW MEASURE SUCCESS?   _____

30 DAY ACTION PLAN
BUSINESS IMPACT
WHAT DID YOU DO? WHAT DID YOU NOTICE?

Business Impact

- ☑ Revenue increases
- ☑ Cost savings
- ☑ Customer experience enhanced
- ☑ Productivity gains
  - Quality improvements
  - Absenteeism reduced
  - More initiative & innovation
  - Better work habits
  - Time saved
  - More initiative & innovation
  - More engaged happy staff
  - Better execution
- ☑ Organisational learning & growth

SPECIFIC	MEASURABLE	ACHIEVABLE	RELEVANT	TIME-BASED

Manager Comments / Feedback   [Manager Initials]   _____   DATE _____

_____

_____

_____

Action Plans & Evidence Submitted   (Your Initials)   _____   DATE _____

Assessor Feedback _____   _____   DATE _____