





INSTRUCTIONS

Team Effectiveness Action Plan Activity Instructions

(Use the next page during facilitation)

After discussing the questions and completing the Walkaround to determine the thinking required for improvement, lead the team to decide and agree on best actions. Leaving the discussion with a clear plan of action is critical to measuring team progress over time.

- Hand out copies of the Action Plan on the next page or display on a projector so all team members can view it
- Ask a team member to volunteer to act as scribe, taking notes on the team commitment in each column.
- Keep this plan as a living document that is shared with the whole team and reviewed on a regular basis to track improvement.









Worksheet

Team Effectiveness Action Plan

Plan for Success, One Milestone At a Time

What	Action	Thinking Required	Who	Due Date	Done
		Name to assume the latest to t			