

ACTION PLAN

What will you do differently as a result of what you learned in this section?

Schedule weekly meetings with team. Traditionally I used to do meetings weekly but with Covid-19 staff shortages did not make the time.

What will be the benefits of making these changes? What will be the consequences if you don't do anything differently?

Consistent meetings allow for group discussion, training, and motivating. Short meetings can have same impact ~~as the~~ or better than longer ones. Keep fun and quick to maintain interest and buy in from team.

What obstacles might you encounter and how can you overcome them?

At first they may feel too short, they have been longer before. I will have an agenda and a timeline set out.

Identify your first few steps and the people who can help you with them.

- Plan and schedule.
- Bring in another department manager.

Start Date: March 4, 2021 Completion Date: Ongoing weekly