

Growth and Development: Action planning worksheet (Sample)

What our workplace will <u>continue</u> doing:		What our workplace will <u>start</u> doing:	
Action: (To ensure continued success with this risk factor)	Impact: (How this might affect our workers/work environment)	Action: (To enhance this factor)	Impact: (How this might affect our workers/work environment)
In annual performance reviews, identify one to three recommendations and opportunities for ongoing growth and development.	Sets the organizational expectation that ongoing enhancement of skills is a company value.	Poll all staff members on areas of optional growth and development training that they would like to see available with respect to emotional/interpersonal skills.	Provides input on staff preferences for personal growth and development which enhances overall job satisfaction.

We will measure progress by:	We will know we are successful if:
Following up on identified recommendations for growth and development in subsequent performance reviews.	There is high engagement and attendance at voluntary growth and development training opportunities (e.g. on topics such as enhancing personal resilience).