

Improvement Plan

Step 1: Identify a strength or a weakness you want to improve:

- Do you want to survey others to identify the improvement target? (Survey recommended for supervisors, conversation recommended for individuals the first time through)
- Do you want to work on building a strength or improving a weakness?
- What is the area you are looking to improve?

Step 2: If you are improving an individual weakness, apologize.

- Apologize – Just say, “I’m sorry.” No explanation needed.
- Who has been affected by this?

Step 3: Tell the world what you are looking to improve/Gather Feed Forward:

- Identify at least five (5) people you are going to tell what you are looking to improve.
- Ask them, “What are two ideas they have for making the improvement?”
- Respond with “Thank You.”

Person	Idea 1	Idea 2	Date Discussed

Step 4: Identify what you are going to do to make the improvement. What steps do you need to take? Focus on one thing at a time.

Step 5: Identify your accountability partner and determine when you will meet on a weekly basis to review your progress.

Step 5: Follow Up:

- At least two months after you implement your improvement, return to the five people you asked for ideas and let them know what you did and ask them if they have noticed an improvement.

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