

# Long Term Care **RISE**



## **ADAPT – Plan Together**

### **Employee Action Plan**

Name:

Date:

Version 22.11.01



# Taking Action on Feedback

Is there a skill you are very good at, but could be extraordinarily talented in? Is there a behavior that you exhibit at work that you could improve upon? Use this template to build a plan to take action on feedback – positive or constructive – to move forward in your career.

**Step 1:** Work with your manager to decide what you would like to work on.

|                   |  |
|-------------------|--|
| <b>Focus Area</b> |  |
|-------------------|--|

**Step 2:** Assess your current level of performance

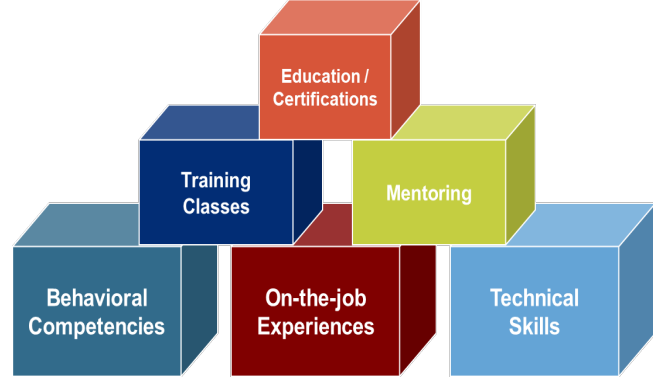
Start with a 1 – 5 rating. 1 = Not Good; 3 = Satisfactory; 5 = GREAT!. Then provide examples of how you perform on the job. i.e. *“I am a 4 in collaborating with my team. Recently one of my team members was struggling with a resident, and I dropped what I was doing to assist, and then we brainstormed how to handle these situations in the future”*.

|                      | Rating | Examples |
|----------------------|--------|----------|
| <b>Current Level</b> |        |          |



### Step 3: Draft a Plan

What are the building blocks that will help you succeed? Choose 1 – 3 activities (or “blocks”) that will help you reach your goal.



| Activity Description  | How will this help me achieve success?                    | What will I need to complete the activity?                           | When will the activity be complete? | Who will evaluate me? |
|---|---|--|-------------------------------------|-----------------------|
| <i>Plan an infection prevention education session with LTC RISE</i> | <i>I will get to work on my project management skills</i> | <i>Approval from team lead on date/time. Materials for activity.</i> | <i>By the end of March 2023</i>     | <i>My manager</i>     |
|   |   |  |                                     |                       |
|   |   |  |                                     |                       |
|   |   |  |                                     |                       |

**Step 4:** Review the action plan with your manager to ensure you both agree with the focus area, current performance level and your plan. Determine how often your manager would like progress updates.

**Step 5:** Follow up with progress reports to your manager.

*Date Reviewed  
With Manager*

*Percent  
Complete*

