|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Name: |  | Workgroup |  |  |
| Start Date: |  | Date Fully Qualified: |  |
| No. | Forming new teams | Date Complete | Employee | Verified By: |
|  | Build real trust among individuals and groups |  |  |  |
|  | Align organizations around the Value Proposition |  |  |  |
|  | Create inspiring visions and missions |  |  |  |
|  | Strategically prioritize resources and staffing |  |  |  |
|  | Apply strategic and tactical communications |  |  |  |
|  | Develop effective leadership and team skills |  |  |  |
|  | Plan and conduct effective meetings |  |  |  |
|  | Recover from false starts and miscommunication |  |  |  |
| No. | Focusing team members | Date Complete | Employee | Verified By: |
|  | Create effective and efficient processes, procedures, and management operating systems |  |  |  |
|  | Define vital roles, responsibilities, and accountabilities |  |  |  |
|  | Utilize training and inclusion to stimulate engagement |  |  |  |
|  | Develop impactful goals, action plans, and key performance indicators |  |  |  |
|  | Proactively recognize, analyze, and solve problems |  |  |  |
|  | Establish a healthy climate to address and resolve conflicts |  |  |  |
|  |  |  |  |  |

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| --- | --- | --- | --- | --- |
| No. | Gaining Individual and Team Commitment | Complete | Employee | Verified By: |
|  | Understand the 6 factors of organizational commitment |  |  |  |
|  | Establish alignment between individual and organizational values & working approach |  |  |  |
|  | Implement structured training and qualifications processes |  |  |  |
|  | Provide timely and effective performance feedback |  |  |  |
|  | Establish a mentoring culture |  |  |  |
|  | Grow capacity through strong leadership and delegation |  |  |  |
| No. | Standardize operations to sustain performance | Date Complete | Employee | Verified By: |
|  | Implement ongoing validation of customer and stakeholder requirements and satisfaction |  |  |  |
|  | Affect ongoing goal setting and revision aligned to organizational conditions |  |  |  |
|  | Control vendors and suppliers to sustain quality and delivery |  |  |  |
|  | Utilize process improvement tools and techniques such as lean concepts, 5S, and visual management to improve operations |  |  |  |
|  | Sustain performance through the application of logical consequences |  |  |  |
| No. | Create a culture of renewal and continuous improvement | Date Complete | Employee | Verified By: |
|  | Recognize and celebrate individual and organizational success and achievements |  |  |  |
|  | Sustain organizational commitment to continuous improvement |  |  |  |
|  | Effectively utilize audits, record reviews, and process change notifications |  |  |  |
|  | Apply impactful performance reviews, recognition, rewards, and promotions |  |  |  |
|  | Maintain training as a strategic priority to create and sustain line of sight |  |  |  |
|  | Apply proactive succession planning in conjunction with staffing and on-boarding |  |  |  |