

ACTION PLAN

1. Of the TPM subcomponents discussed in this chapter, which one would you like to work on?

- Leadership Team Support
- Roles and Responsibilities
- Training and Workforce Capacity
- Management Process Integration

2. What aspect of the TPM process listed above do you want to change?

3. What “steps” discussed in this chapter do you think could help you address the challenge noted above?

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| <p>Leadership Team Support</p> <ul style="list-style-type: none"> <input type="checkbox"/> Evaluate how new agency processes have been implemented previously <input type="checkbox"/> Develop TPM pitch <input type="checkbox"/> Clarify role of senior and executive management | <p>Roles and Responsibilities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assess current organizational structure <input type="checkbox"/> Define and document TPM roles and responsibilities <input type="checkbox"/> Identify and implement changes to organizational structure | <p>Training and Workforce Capacity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify gaps in employee skillsets <input type="checkbox"/> Design, conduct, and refine training program <input type="checkbox"/> Build agency-wide support for TPM | <p>Management Process Integration</p> <ul style="list-style-type: none"> <input type="checkbox"/> Incorporate performance discussions into regular management meetings <input type="checkbox"/> Link employee actions to strategic direction <input type="checkbox"/> Regularly set expectations for employees through measures and targets |
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4. To implement the “step” identified above, what actions are necessary, who will lead the effort and what interrelationships exist?

Action(s)	Lead Staff	Interrelationships

5. What are some potential barriers to success?

6. Who is someone (internal and/or external) I will collaborate with to implement this action plan?

7. How will I know if I have made progress (milestones/timeframe/measures)?