YOUR TEN STEP LEADERSHIP ACTION PLAN
TAKING THE TEAM TOWARDS HIGH PERFORMANCE

1

Lead from the top
Be the change you want to see – make sure you embody the values you want your team to have.

2

Vision and mission
Create or review them, share them and link them to the work in hand.

3

Review resources
Assess what you have and what you need – hard resources (people, buildings, equipment, money) and soft resources (skills, knowledge, goodwill, access to leadership) and link those to your goals.

4

Assemble the team
Establish what skills the team needs, then assess if they have them. Recruit to fill skills gaps and see new recruits as part of the whole team.

5

Set goals and allocate work
Set goals which stretch your team, and allocate work fairly across the team based on priority, skills, availability and development opportunity.

6

Focus on what matters
If the team is focused on its goals, company politics and personal agendas take a back seat. Take the lead.

7

Develop the team
Training, learning and team-building are essential parts of a strong team, creating trust in, and reliance on each other. Take care of your own training and development too.

8

Acknowledge success
Money is not the only way to recognise success – thanks, praise, public recognition, visibility and promotion are all rewards too. Bonuses or share options are more tangible, but won't make an unhappy team happier for more than a couple of days.

9

Take risks
Set a balance between risk and reward to allow your team to push the boundaries – both success and failure will develop them and the business.

10

Allow movement
As your team grows and develops, people will want and need to move on; plan ahead so that you can keep the team on track through personnel changes.