

Staff Conference Action Plan

Based upon the information received today during the workshops, list 2 concepts or points of discussion you will adapt to your work environment. Include a list of actions or steps you will implement. Be sure to list any additional resources you will need to help in the successful transition.

DUE MONDAY, December 8th BY 5:00

Employee Name:		Date:
Supervisor:		
Completion/Implementation Date:		
Concept/Point of Discussion:		
Specific Areas to Improve:		
Detailed Actions in Sequence	Changes to Look For	Resources Needed
Step 1:		
Step 2:		
Step 3:		
Step 4:		

Employee Signature

Supervisor Signature