

## Leadership Development Action Planning Worksheet

Name of Hospital: \_\_\_\_\_

Objective: This guide is used to help document your anticipated actions based on your learning from each LDI event over the next year. For each LDI, the participating team will determine what metric they will use the learning to impact, and document that data in quarterly increments. Each organization will pick a metric or metrics you want to work on, document the baseline data for that metric prior to implementing your action plan, and document your data quarterly.

<b>Action Planning Worksheet</b>				
<b>LDI Date</b>	<b>LDI Topics (future topics may change based on need)</b>	<b>Desired Outcome</b>	<b>Key Learning from LDI that will be implemented</b>	<b>Dates and Action Steps Implemented</b>
<b>November 14, 2016</b>	<ul style="list-style-type: none"> <li>Hiring and Onboarding Best Practices</li> <li>Taking Leader Rounding on Patients to the Next Level</li> </ul>	<b>Decrease first year turnover</b>	<ul style="list-style-type: none"> <li><b>Use behavioral based interview questions for all interviews</b></li> <li><b>Use peer interviewing for all interviews</b></li> <li><b>Use 30/90 day interviews for all employees currently within first 90 days of employment and with all new hires moving forward</b></li> </ul>	
<b>February 21, 2017</b>	<ul style="list-style-type: none"> <li>Using Your Employee Engagement Survey to Drive Change</li> <li>Driving Overall Performance and Coaching</li> </ul>			
<b>May 1, 2017</b>	<ul style="list-style-type: none"> <li>highmiddlelow® performance conversations</li> <li>Transitions of Care Best Practices</li> </ul>			
<b>August 14, 2017</b>	<ul style="list-style-type: none"> <li>Leader Rounding on Employees – Keeping it Fresh</li> </ul>			

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	<ul style="list-style-type: none"> <li>Engaging Staff in Quality Impact Teams</li> <li>Hourly Rounding</li> </ul>			
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What is your desired goal?	What is your baseline data?	For each LDI, please provide an update on your data
<b>Decrease first year turnover</b>	<b>First year turnover as of 11/10/16 is 20%</b>	