DEVELOPMENTAL ACTION PLAN

**Developmental Action Plan**

**Analysis**

This is a Developmental Action Plan to improve upon the proactiveness of one of my subordinates. Overall, he/she is a hard worker, but has difficulty prioritizing and getting ahead of tasks. He/she relies on being told what to do which slows down the cycle of production and takes me, as his (colleague or supervisor) away from other tasks of my own duties. I often carve out allotted time to delegate tasks with specific instructions and timelines to he/she. Implementing this Development Action Plan will give he/she the skills needed to forecast tasks that need to be accomplished and to develop a system for completing tasks on time, without being asked or reminded. By developing skills to improve upon initiative, my subordinate will contribute more to the workplace and develop the skills needed to be a successful future leader.

DuBrin (2019) observes that “bringing about improved procedures” (p.33) can lay the groundwork for initiative. Improved procedures simplify how tasks are assigned and completed and make clear the intent of the manager. Once the subordinate knows what is expected, it is much easier to get ahead of tasks by taking immediate action without having to examine the intentions of the manager in detail. If no action is taken to correct my subordinate’s proactiveness, I will continue to lose time out of my day that could be spent on other issues to include other workers in the office. If my subordinate can increase their proactivity, they will benefit the workplace by increasing production and freeing up the mental “bandwidth” of the leadership to do other tasks. This will also free-up time for others because he/she will be completing more of the shared task load.

A proactive personality “creates or controls the situation by causing something to happen rather than reacting after something happens” (DuBrin, 2019, p. 34). I will give my subordinate this plan to increase his proactivity. The theory is that “proactive leaders establish challenging goals for their units which result in higher performance” (DuBrin, 2019, p. 36). Completing this plan successfully would increase the efficiency of the entire workplace through mentoring and developing he/she professionally.

## Action

Improve proactivity traits in the workplace.

**Process**

**For the next 30 days, he/she will complete the following:**

**Educate:**

1. Examine where you can improve your proactivity for accomplishing tasks in the workplace.
   1. Study up on the workplace mission statement and understand what the organization is trying to accomplish.
   2. Study the values and goals of the organization and ask questions about them.
   3. Study your job description and ask to revise it based on an understanding of expectations placed upon you.
   4. Read scholarly articles on developing proactivity and initiative—write a goal plan for 30-days.
   5. Enroll in educational courses that focus on building resilience and sustainable working habits. Complete this free course online at UPenn which provides knowledge on building resilience at the following link: https://platform.onlinelearning.upenn.edu/offering/resilience-skills-in-a-time-of-uncertainty-a0Q2E00000KUODDUA5.
   6. Provide feedback during workplace seminars with questions that invokes learning in yourself and others.
   7. Read books like the “What got you here, won’t get you there” by Marshall Goldsmith. Choose any books that are related to this topic that you wish.
   8. Educate yourself on routine tasks at the organization that others are doing, both specified and implied. These tasks occur over a daily, weekly, monthly occurrence.

**Practice:**

1. Demonstrate proactivity in the workplace.
   1. Implement the goals developed and associate a meaningful reason for why accomplishing assigned tasks will provide you purpose and improve the workplace.
   2. Write down all tasks as you receive them and make a list to prioritize when they will be accomplished.
   3. Use your list to add implied tasks to the list of all specified tasks from the manager. This puts you in the mind of the manager.
   4. Write down a list of self-assigned tasks as you think of them and add them to your prioritized list.
   5. Regularly ask yourself, what can else can be done today? Write down any thoughts that come to mind.
   6. Regularly ask your supervisor, is there anything I can do to help?
   7. Think one level up and ask yourself, what is my supervisor trying to get accomplished and what do I have to learn to do what they are doing?
   8. Create a recurring schedule in Microsoft Outlook with daily, weekly, and monthly tasks.
   9. Keep up with your own schedule and aim to complete tasks several days before the due date. The goal is to never be late.
   10. Ask for routine follow-up assessments of your performance.
   11. Accept a monthly scheduled assessment session to ask questions and to improve upon constructive criticism. Ask if your implied tasks are accurate and seek clarity and open communication to find out where you can improve.

**Implement:**

1. Complete all tasks on time and without being reminded.
   1. Use your prioritized list of tasks to complete daily, weekly, and monthly goals and build a system to ensure organization and completion.
   2. Develop and contribute to a professional education program that focuses on cohesion in the workplace and an organized delegation of tasks.
   3. Contribute to the existing organizational Microsoft Outlook by implementing your scheduled tasks.
   4. Assist other co-workers with proactivity and encourage initiative development.

**Measure(s) of Success**

The action is successful following 30 days if you have achieved the goals set out for you. In 30-days there will be an assessment of your progress distributed to colleagues and supervisor.

**Resources**

1. Scholarly articles on developing proactiveness and initiative.
2. The book “What got you here, won’t get you there” by Marshall Goldsmith.
3. A copy of the company mission statement and job description.
4. PowerPoint materials that are briefed at monthly seminars on leadership in the workplace. Subtopics: proactiveness and initiative.
5. UPENN Course: https://platform.onlinelearning.upenn.edu/offering/resilience-skills-in-a-time-of-uncertainty-a0Q2E00000KUODDUA5.
6. DuBrin, A. J. (2019). *Leadership: Research findings, practice, and skills* (9th ed.). Boston, MA: Cengage.