Step 1 – Ask yourself these questions. Share answers with accountability partner.

Why did I identify [insert value] as an area that needs improvement?

How should I grow [insert value] through my communication?

What kind of communication will undermine [insert value]?

How will I know when I have developed [insert value]?

Which Leadership Team member will I ask to be my accountability partner?

Step 2 – Create a Start, Stop, Continue list. Share with accountability partner.

|  |  |  |
| --- | --- | --- |
| **Start** | **Stop**  | **Continue** |
| **What actions/attitudes should I start doing to increase my [insert value]?** | **What actions/attitudes should I stop doing that are limiting my ability to be [insert value]?** | **What actions/attitudes should I continue doing that would help me be more [insert value]?** |
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Step 3 – Create an Action Plan. Share with accountability partner.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Self-Identified Concern(s).** *May use position description Other Skills/Abilities section for ideas.* | **Action Steps** | **Target Completion Date** | **Actual Completion Date** | **Accountability Partner Sign Off** |
|  |  |  |  |  |
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