

GROWTH PLAN



AREAS FOR GROWTH:

- Retention
- Engagement
- Productivity

Based on your Health Check, we've identified **productivity** as an area for growth at your company.

Why does productivity matter? It seems obvious, but the productivity of your employees has a very large impact on the success or failure of your business. Productivity has a strong connection to:

- Customer satisfaction
- Employee motivation
- Morale
- Costs
- Revenue
- Profit
- Longevity
- Scalability

RECOMMENDATIONS FOR YOUR COMPANY:

- Meet with the leadership team once a quarter and set 3-5 critical company goals for the next 90 days (make sure each goal is S.M.A.R.T. and has a single person who is ultimately responsible to get it done).
- After setting company goals, it's usually a good idea for each department and each leader to also have 3-5 critical goals for the next 90 days.
- Once your major goals are set, determine how the leaders and team members can focus on these critical priorities and avoid the "high urgency, low importance" tasks that often make people less productive at work.
- Develop your managers with the following **7 Leadership Essentials courses** (recommended to be taken in this order). **Delivery options:** Classroom, online, or blended.

- *Essential Skills of Communicating*
- *Essential Skills of Leadership*
- *Communicating Up*
- *Coaching Job Skills*
- *Delegating*
- *Developing Performance Goals & Standards*
- *Providing Performance Feedback*



- After these 7 Leadership Essentials courses, ensure your team is managing projects efficiently and effectively with the **Leading Successful Projects** course.

GROWTH PLAN, CONTINUED

- Make sure meetings are run efficiently, start on time, and end on time. Are there certain meetings that are ineffective or do not follow a clear process? Getting rid of wasted meeting time can really help overall output.
- Block off time to focus on critical priorities. Especially for certain team members, having solid blocks of uninterrupted time is crucial for being productive. Discuss this with the team and implement.
- Keep track of the critical goals the company and individuals get done each quarter. Your milestone should be 80%+ of critical company goals are completed by the end of the quarter.

Want help? Think of us as your turnkey solution to leadership and management training. That's one less thing on your "to do" list!

Contact the Vital Learning partner who sent you this Health Check to schedule a Growth Plan call!